



Department of
CITY PLANNING

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FROM: Matt Adams, CNU-A, Executive Director, Atlanta Urban Design Commission
Assistant Director, Office of Design, DCP

DATE: May 8, 2024

RE: **Atlanta Urban Design Commission Design Awards 2024 (46th Annual Awards of Excellence): Sweet Auburn Bread Co.**

It is my pleasure to inform you, on behalf of the Atlanta Urban Design Commission, that your nomination has been selected to receive an Award of Excellence at the Commission's Design Awards 2024 (46th annual Awards of Excellence). This year's award ceremony will be held on Friday, May 31st, in the Atrium of Atlanta City Hall located at 55 Trinity Ave. SW Atlanta, GA 30303 at 6:30 PM.

As the nominator for the award, we must ask you for assistance in preparing for the ceremony. If you are unable to assist with these tasks, we ask that you provide us with the name, email, and telephone number of a contact person for the award.

The information below covers the basic information on the awards ceremony. This information will answer many of the questions we usually receive, but if you have others, please feel free to contact Leslie Battle-Williams lbattle-williams@atlantaga.gov. We appreciate your assistance in making this year's event a memorable one.

The Ceremony: The awards portion of the evening begins promptly at 6:30 pm. The exact order of the projects receiving awards has not yet been determined. If you have any questions as to where your project is placed on the program, please contact this office **after May 24th**. Due to the 6:30 pm starting time, business attire is the norm.

Award Certificates: The award itself is a framed certificate, which is made out in the name of the project. We provide two additional unframed certificates which will be made available at the time that the award is issued. Please note that we will not be able to provide any additional certificates other than those given out at the ceremony.

Invitations: The Office of Design Staff will email out invitations to all those on our Awards of Excellence email list. You are welcome to invite others to the ceremony. In your announcement, please remember to tell potential attendees to RSVP using the following web address: <https://forms.office.com/g/xAGc074dfN> **by May 24, 2024**. In addition, we will be using social media and other outlets for announcing the event.

Images: At the Awards Ceremony itself, images of the project will be shown as a description of the project is read. We usually use the images submitted with the nomination from which we select some to go along with the written script, which the Staff prepares. If we need additional or different images, we will contact you.

Recipients: We need to know the names and titles of those persons who will physically receive the award at the ceremony. These names and titles are announced as part of the presentation. A phonetic spelling tip for the presenter would be greatly appreciated. Please also note that the recipients are receiving the award on behalf of the project; the award is for the project itself. Any last-minute changes to the list of recipients will be made at the Commission Chair's discretion. Lastly, if there was more than one nominator for the same project / person, please try to coordinate your list of recipients. All names and titles are due by **May 17th**.

Recipients do not make any remarks but may be asked to pose for a group picture.

Email: All of the above information can be emailed to Leslie Battle-Williams (lbattle-williams@atlantaga.gov) with the subject line reading "Design Awards 2024 – Award Winner Information".

Publicity: In years past, various media outlets have done pieces on the Design Awards / Awards of Excellence ceremony, so we would ask that any press releases or public announcements referring to receiving an Award of Excellence take place after the ceremony. You are welcome to send general announcements about or invite people to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew D. Adams". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Matthew D. Adams, CNU-A
Executive Director, Urban Design Commission
Office of Design, Department of City Planning