



## CITY OF ATLANTA

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MAYOR

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
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JAMES E. SHELBY  
Commissioner

CHARLETTA WILSON JACKS  
Director, Office of Planning

May 22, 2012

Ms. Janis Fung  
1075 Brady Avenue, NW  
Atlanta, GA 30318

**Re: Georgia Institute of Technology:  
North Avenue Apartments Dining Hall**

Dear Ms. Fung:

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 annual event. This year's award ceremony will be held on Wednesday, June 20th in the Old Council Chambers at City Hall with a reception following immediately afterwards.

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 would ask that you provide us with the name, email, and telephone number of a contact person for the award.

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 on June 11<sup>th</sup>. Due to the 6:30 pm starting time, business attire is the norm.

Award Certificates • The award itself is actually one certificate, which is made out in the name of the project. If you would like additional copies, please let us know how many. They can be obtained for \$10.00 each.

Invitations • For this year's Awards of Excellence Ceremony, the Commission 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 to the Commission Office by June 6<sup>th</sup>.

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Images • In case you have never been to our awards ceremony, images are shown as a description of the project is read. We usually start with about six images from which we select four or so that relate to the written script, which the Staff prepares.

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Recipients • We would like to know the names and titles of those persons who will physically receive the award at the ceremony. These names and titles are announced at the end of the project description. A phonetic spelling tip for the speaker would be gladly accepted. Please also note that the recipients are receiving the award on behalf of the project; the award is for the project. 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.

Recipients are not required to make any remarks, but are asked to pose for a group picture. All names and titles are due by **June 4, 2012**.

Fax Number/Email • All of the above information can be mailed/delivered to the address above, or emailed to [dpotts@atlantaga.gov](mailto:dpotts@atlantaga.gov) with the subject line reading "35th Awards".

Publicity • *The Atlanta Journal/Constitution* usually does an article on the awards ceremony, so we would ask that any press releases or public announcements concerning the award take place after the ceremony.

So that's the basic information about the awards ceremony. We think this answers many of the questions we usually receive, but if you have others, please feel free to contact our office. We appreciate your assistance in making this year's event a memorable one.

Very truly yours,



Douglas H. R. Young  
Executive Director, Urban Design Commission  
Department of Planning & Community Development

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