

2025 Reverend Wright Award Timeline

February/March

- Send email nomination requests.
- Allow at minimum 30 days to respond with nominations. – **Deadline extended to April 30th**
- Send a second email (last call for nominations) ~7-10 days before deadline

May

- Compile and combine current year nominations and nominations carried over from the last two (2) years to share with Commissioners, along with the Individual Nomination [Rating Sheet](#) and the [Scoring Log](#), for review – Deadline at least one (1) week ahead of the **June Exec Committee** meeting –

June

- Added to **6/2/25** EOC Exec Committee and **6/12/25** EOC agenda for recipient recommendation and approval/voting
- Send the proposed nomination and draft press release to the DCR Director and the Mayor's office for sponsorship and approval.

June/July

- Contact Championship Awards to have the award created.
- Notify the recipient of the award.
- Notify the EOC and DCR Director of the date and time of the Common Council meeting.
 - The EOC Chair (or designee) will read the Legistar letter aloud to the CC.

July/August

- Work with Common Council office to add award presentation to on the Common Council agenda at least one (1) week prior to the CC meeting.
- Schedule a date for the Press Release to go out (after the CC has officially awarded the recipient the Rev Wright Award), usually the day after the CC meeting.