

## 2024 ACTION PLAN

**Committee: Awards & Recognition: Ceremony Committee**

**Vice President: Donna Jung, VP for Awards & Recognition**

**Committee Chair: Emily Marrison [marrison.12@osu.edu](mailto:marrison.12@osu.edu)**

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**Committee Past Chair: Lesa Rauh [lesa.rauh@okstate.edu](mailto:lesa.rauh@okstate.edu)**

### **Strategic Plan Goal:**

Recognize and promote excellence, diversity and scholarship in NEAFCS programming.

**Committee Goal:** To recognize and honor 2024 award winners in a professional setting at the NEAFCS Annual Session in Tuscan, AZ.

**Objectives:** Plan, organize and implement the Awards Ceremony at the Annual Session in Tuscan, AZ

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Communicate facility needs for Awards Banquet space with AS planning committee and National Office.	VP, National Office	Spring 2024
2.	Hold committee calls to discuss logistics of awards ceremony and planning. Schedule meetings in advance so more members can participate.	Emily Marrison	6/1/2024
3.	Plan Awards Ceremonies for all awards (regional and national) at 2024 Annual Session.	VP, Emily Marrison	REGIONAL: June 2024 NATIONAL: August/ September 2024
4.	Review and update web press releases for access by 2024 winners.	VP, National Office	8/1/2024
5.	Secure readers/helpers to assist Regional Directors with Regional Awards at the 4 Regional Business Meetings during Annual Session. Use the Awards Ceremony committee list found at <a href="http://neafcs.org">neafcs.org</a> to contact. Let VP and RDs know names & email addresses.	Emily Marrison	Late July or Early August 2024
6	Send email to award winners asking them to RSVP for the awards banquet. Also, remind to RSVP to any guests. Limit to 1 guest per person seated at the table.	VP, National Office	6/1/2024

7.	Send a reminder email to all award winners asking them to RSVP for the awards banquet and give instruction on arrival time to the banquet.	National Office	8/1/2024
8.	Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program.	National Office, Recognize and promote excellence, diversity and scholarship in NEAFCS programming VP, Emily Marrison	Prior to final proof/edit of awards program August 2024
9.	Communicate with National Office about printing awards in order of program for regions and awards ceremony.	Recognize and promote excellence, diversity and scholarship in NEAFCS programming, Emily Marrison	8/1/2024
10.	Conference call with the committee to discuss logistics for the ceremony.	Emily Marrison, committee members	7/1/2024
11.	Write Awards Ceremony script using the information provided by National Office & VP Files: 30 Word Summary; Banquet RSVP; Awards RSVP with the number of Team Members & Guests.	National Office, VP, Emily Marrison	8/15/2024
12.	Create a seating chart for the ceremony.	Emily Marrison, National Office, committee members (sub-subcommittee)	8/15/2024
13.	Review Awards Ceremony Script & Seating Chart.	Emily Marrison	2024 Annual Session
14.	Distribute regional award certificates prior to regional meetings. Have a final list of awards for regional meetings for reading.	VP, Emily Marrison	2024 Annual Session
15.	Obtain National Awards and set up Awards Table on Stage prior to Awards Ceremony.	Emily Marrison, committee members	2024 Annual Session
16.	Conduct Awards Ceremony recognizing award winners present at Annual Session.	Emily Marrison, committee members	2024 Annual Session
17.	Ask that absentee awards be picked up by state affiliate VP of Awards or affiliate designee at Annual Session. Have a page ready for signatures/states that pick up absentee awards.	VP	2024 Annual Session