

2025 ACTION PLAN
Committee – Awards Ceremony
Awards & Recognition Vice President – Donna Jung

Committee Chair: Heather Reister reister.6@osu.edu and Lorrissa Dunfee dunfee.54@osu.edu

Committee Chair-elect: Christy Stearns christy.stearns@uky.edu

Committee Apprentice:

Committee Past Chair: Emily Marrison marrison.12@osu.edu

Strategic Plan Goal:

Recognize and promote excellence, diversity and scholarship in NEAFCS programming

Committee Goal: To recognize and honor 2025 award winners in a professional setting at the NEAFCS Annual Session in Grand Rapids, MI.

Objectives: Plan, organize and implement the Awards Ceremony at the Annual Session in Grand Rapids, MI.

| | What? (action steps) | Responsible for (specific name) | When? (specific date) |
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| 1. | Communicate facility needs for Awards Banquet space with AS planning committee and National Office. | VP & National Office | Spring 2025 |
| 2. | Hold committee calls to discuss logistics of awards ceremony and planning. Schedule meetings in advance so more members can participate. | Heather Reister & Lorrissa Dunfee | 6/1/2025 |
| 3. | 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 | 6/1/2025 |
| 4. | Conference call with the committee to discuss logistics for the ceremony. | Heather Reister, Lorrissa Dunfee & committee members | 7/1/2025 |
| 5. | Plan Awards Ceremonies for all awards (regional and national) at 2025 Annual Session. | VP, Heather Reister & Lorrissa Dunfee | Regional/National Ceremonies in July/ August, September 2025 |
| 6 | 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 neafcs.org to contact. Let VP and RDs know names & email addresses. | Heather Reister & Lorrissa Dunfee | Late July or Early August 2025 |

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| 7. | Review and update web press releases for access by 2025 winners. | VP & National Office | 8/1/2025 |
| 8. | 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 | 8/1/2025 |
| 9. | Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program. | National Office, VP, Heather Reister & Lorrissa Dunfee | Prior to final proof/ edit of awards program August 2025 |
| 10. | Communicate with National Office about printing awards in order of program for regions and awards ceremony. | Heather Reister & Lorrissa Dunfee | 8/1/2025 |
| 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, Heather Reister & Lorrissa Dunfee | 8/15/2025 |
| 12. | Create a seating chart for the ceremony. | Heather Reister, Lorrissa Dunfee, National Office & committee members (sub- subcommittee) | 8/15/2025 |
| 13. | Review Awards Ceremony Script & Seating Chart. | Heather Reister & Lorrissa Dunfee | 2025 Annual Session |
| 14. | Distribute regional award certificates prior to regional meetings. Have a final list of awards for regional meetings for reading. | VP, Heather Reister & Lorrissa Dunfee | 2025 Annual Session |
| 15. | Obtain National Awards and set up Awards Table on Stage prior to Awards Ceremony. | Heather Reister, Lorrissa Dunfee & committee members | 2025 Annual Session |
| 16. | Conduct Awards Ceremony recognizing award winners present at Annual Session. | Heather Reister, Lorrissa Dunfee & committee members | 2025 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 | 2025 Annual Session |