

2027 ACTION PLAN
Committee – Awards Ceremony
Awards & Recognition Vice President – Carla Farrand

Committee Chair: Hannah Fincham hannah.fincham@mail.wvu.edu

Committee Chair-elect:

Committee Apprentice:

Committee Past Chair: Christy Stearns christy.stearns@uky.edu

Strategic Plan Goal:

Recognize and promote excellence, innovation, leadership, and scholarship in NEAFCS programming.

Committee Goal: To recognize and honor 2027 award winners in a professional setting at the NEAFCS Annual Session in Fort Lauderdale, FL.

Objectives: Plan, organize and implement the Awards Ceremony at the Annual Session in Fort Lauderdale, FL.

	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.	Carla Farrand-VP of Awards & Recognition & National Office	Spring 2027
2.	Hold committee calls to discuss the logistics of awards ceremony and planning. Schedule meetings in advance so more members can participate.	Hannah Fincham	6/1/2027
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.	Carla Farrand-VP of Awards & Recognition & National Office	7/1/2027
4.	Conference call with the committee to discuss logistics for the ceremony.	Hannah Fincham & committee members	7/1/2027
5.	Plan Awards Ceremonies for all awards (regional and national) at 2027 Annual Session.	Carla Farrand-VP of Awards & Recognition, Hannah Fincham	Late July or Early August 2027
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.	Hannah Fincham	Late July or Early August 2027
7.	Review and update web press releases for access by 2027 winners.	Carla Farrand-VP of Awards & Recognition & National Office	8/1/2027

8.	Send a reminder email to all award winners asking them to RSVP for the awards banquet and give instructions on arrival time to the banquet.	National Office	8/1/2027
9.	Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program.	National Office, Caral Farrand-VP of Awards & Recognition, Hannah Fincham	Prior to final proof/ edit of awards program August 2027
10.	Communicate with National Office about printing awards in order of program for regions and awards ceremony.	Hannah Fincham	8/1/2027
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, Carla Farrand-VP of Awards & Recognition, Hannah Fincham	8/15/2027
12.	Create a seating chart for the ceremony.	Hannah Fincham, National Office & committee members (sub- subcommittee)	8/15/2027
13.	Review Awards Ceremony Script & Seating Chart.	Hannah Fincham	2027 Annual Session
14.	Distribute regional award certificates prior to regional meetings. Have a final list of awards for regional meetings for reading.	Hannah Fincham, committee members	2027 Annual Session
15.	Obtain National Awards and set up Awards Table on Stage prior to Awards Ceremony.	Hannah Fincham, committee members	2027 Annual Session
16.	Conduct Awards Ceremony recognizing award winners present at Annual Session.	Hannah Fincham, committee members	2027 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.	Carla Farrand-VP of Awards and Recognition	2027 Annual Session