

2016- 2017 ACTION PLAN
Committee: Awards & Recognition
Subcommittee: Awards Ceremony

Subcommittee Chair: Cristin Sprenger, VA, cristin@vt.edu
Subcommittee Chair-elect: Terrie James, AR, tjames@uaex.edu
Subcommittee Apprentice: Sarah Traub, MO, traubs@missouri.edu
Subcommittee Past Chair: Brenda Miller, OK, brenda.k.miller@okstate.edu

Strategic Plan 2017-2020 Goal 1: Recognize and promote excellence, diversity and scholarship in Extension Family and Consumer Sciences programming.

Subcommittee Goal: To recognize and honor 2017 award winners in a professional setting at the NEAFCS Annual Session in Omaha, Nebraska.

Objective:

Plan, organize and implement the Awards Ceremony at the Annual Session in Omaha, Nebraska.

| | 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. | Dianne Gertson | Spring 2017 |
| 2. | Hold committee calls to discuss logistics of awards ceremony and planning. Update spreadsheet. | Dianne Gertson & Committee members | July 2017 |
| 3. | Plan Awards Ceremonies for all awards at 2017 Annual Session. | Dianne Gertson & Cristin Sprenger | August-September 2017 |
| 4. | Review and update web press releases for access by winners. | Dianne Gertson & National Office | September 2017 |
| 5. | Secure readers/helpers to assist Regional Directors with Regional Awards at the 4 Regional Business Meetings during Annual Session. Use Awards Ceremony committee list found at neafcs.org to contact. Let Dianne Gertson & RDs know names & email addresses. | Cristin Sprenger | Late September or Early October 2017 |
| 6. | Send email to award winners asking them to RSVP for awards banquet. Also remind to RSVP any guests. Limit to 1 guest per person seated at table. | Dianne Gertson & National Office | September 1, 2017 |
| 7. | Send reminder email to all award winners asking them to RSVP for awards banquet and give instruction on arrival time to banquet. | Dianne Gertson and National Office | September 15, 2017 |
| 8. | Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program. | Dianne Gertson & Cristin Sprenger | Prior to final proof/edit of awards program September 2017 |
| 9. | Assign Committee Members from each region to follow up with award winners | Cristin Sprenger | October 1, 2017 |

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| | who have not sent RSVP. | | |
| 10. | Communicate with National Office about printing awards in order of program for regions and awards ceremony | Dianne Gertson & Cristin Sprenger | August 2017 |
| 11. | Conference call with committee to discuss logistics for ceremony. | Cristin Sprenger & Committee members | Late September or Early October 2017 |
| 11. | Write Awards Ceremony script using information provided by National Office & Dianne Gertson. Files: 30 Word Summary; Banquet RSVP; Awards RSVP with number of Team Members & Guests | Cristin Sprenger | October 1, 2017 |
| 12. | Create seating chart for ceremony. | Cristin Sprenger | October 1, 2017 |
| 13. | Review Awards Ceremony Script & Seating Chart. | Cristin Sprenger, Terry James, Brenda Miller | 2017 Annual Session |
| 14. | Sort and organize regional award certificates prior to regional meetings. | Cristin Sprenger & Terry James | 2017 Annual Session |
| 15. | Distribute regional award certificates to presenters for each Regional Meeting. Have final list of awards for regional meetings for reading. | Dianne Gertson & Cristin Sprenger | 2017 Annual Session |
| 16. | Conduct Awards Ceremony recognizing award winners present at Annual Session. | Cristin Sprenger and all committee members | 2017 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. | Dianne Gertson | 2017 Annual Session |