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| Annual Award Program: Pilot Implementation Task Checklist  |
| Task  | **Target Date**  | **Completion Status**  |
| Create the Awards Program  |
| Select committee members |  |  |
| Get dates for committee meetings on everyone’s calendar  |  |  |
| Create a name for the awards program  |  |  |
| Finalize eligibility criteria and award categories  |  |  |
| Edit nomination form and scoresheet  |  |  |
| Draft budget  |  |  |
| Select and order prizes |  |  |
| Enlist Nominations and Select Winners  |
| Announce award and share nomination form  |  |  |
| Send reminder email  |  |  |
| Send final reminder email  |  |  |
| Committee members review applications and fill out scoresheet  |  |  |
| Winner selection meeting  |  |  |
| Notify winners |  |  |
| Print award certificates  |  |  |
| Post winners on newsletter/appropriate channels  |  |  |
| Plan Awards Ceremony  |
| Select a date  |  |  |
| Promote the event in appropriate channels |  |  |
| Book event space |  |  |
| Determine food options  |  |  |
| Select speakers and entertainment  |  |  |
| Schedule a photographer  |  |  |