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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 |  |  |