

Task	Date completed
<p>Prior to the event decide on:</p> <ul style="list-style-type: none"> • Determine if the Registration Committee and the Awards Committee will prepare all certificates, envelopes and tokens in advance, or if you will be involved in some of the preparation 	
<p>Prior to the event:</p> <ul style="list-style-type: none"> • Confirm with Registration Committee and Award committee where to meet and receive the necessary items for presentations • Confirm with the Facilities committee what room will be used for the presentations and that there will be table(s) available • Arrange for any trophies to be collected (if applicable). (Some area councils and zones have trophies or plaques that need to be presented) • Confirm with the volunteer committee who will be the chairperson and contact them in advance • Confirm with the Budget committee if there are any sponsors and if they will be attending the event • Prepare sponsor certificates or thank you cards if applicable (optional) • Prepare the envelopes for the participants going on to area or provincial events 	
<p>Day of the event...</p> <ul style="list-style-type: none"> • Confirm all items are at the facility, sorted by category and clearly labeled. • Confirm what room will be used and what time you can set up • Coordinate with the tellers/time keepers/MC's to receive the participant envelopes with comment sheets as well as result sheets • Confirm if any sponsor representatives are in attendance to make presentations • Update the chairperson speech with names of champions and presenters if any • Set up awards for presentation at award ceremony: <ul style="list-style-type: none"> • Arrange awards, tokens and envelopes by category and age group • Meet with presentation chairperson to review the program and process 	

Communications Event Planning: Awards and Recognition Presentation

<ul style="list-style-type: none">• Arrange for any remaining tokens or certificates to be sent to participants who may have left early• Arrange for storage of any extra tokens and awards for the next year (work with award committee)• Provide the media committee with a list of winners	
<p>Following the Event:</p> <ul style="list-style-type: none">• Submit receipts and invoice to the area council treasurer• Update your section of the planning binder with recommendations for next event.• Arrange for any engraving that may be necessary.	