Awards and Recognition Presentation - Task	Date completed
Before the Event Decide On • 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.	
Before the event • Confirm with the Registration Committee and Awards Committee where to meet and receive the necessary items for presentations. • Confirm with the Facilities Committee which room will be used for the presentations and ensure there will be tables 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 advancing to Area or Provincial events.	
Day of the event • Confirm all items are at the facility, sorted by category and clearly labelled. • Confirm the room to be used and the time you can set up. • Coordinate with the timekeepers and room chairs to receive participant envelopes with comment sheets as well as result sheets. • Confirm if any sponsor representatives are in attendance to make presentations. • Update the chairperson's (MC) speech with the names of champions and presenters, if any. • Set up awards for presentation at the award ceremony: o Arrange awards, tokens and envelopes by category and age group. • Meet with the presentation chairperson to review the program and process. • Arrange for the storage of any extra tokens and awards for the next year (work with the awards committee). • Provide the media committee with a list of winners.	

Following the Event	

• **Submit Receipts and Invoices:**
    o Submit receipts and invoices to the Area Council treasurer.
 	
• **Update Planning Binder:**
    o Update your section of the planning binder with recommendations for the next event.
 	
• **Arrange for Engraving**
    o Arrange for any necessary engraving.	