

**2018 ACTION PLAN**  
**Committee: Awards & Recognition**  
**Subcommittee: Awards Ceremony**

**Subcommittee Chair:** Terrie James, AR, [tjames@uaex.edu](mailto:tjames@uaex.edu)  
**Subcommittee Chair-elect:** Sarah Traub, MO, [traubs@missouri.edu](mailto:traubs@missouri.edu)  
**Subcommittee Apprentice:** Dianna Bowen, AR and Laurie Osgood, FL  
**Subcommittee Past Chair:** Cristin Sprenger, VA, [cristin@vt.edu](mailto:cristin@vt.edu)

**Strategic Plan 2017-2018 Goal 1:** Recognize and promote excellence, diversity and scholarship in Extension Family and Consumer Sciences programming.

**Subcommittee Goal:** To recognize and honor 2018 award winners in a professional setting at the NEAFCS Annual Session in San Antonio, Texas.

**Objective:**

Plan, organize and implement the Awards Ceremony at the Annual Session in San Antonio, Texas.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Communicate facility needs for Awards Banquet space with AS planning committee and National Office.	Susan Routh	Spring 2018
2.	Hold committee calls to discuss logistics of awards ceremony and planning. Update spreadsheet.	Susan Routh & Committee members	June 2018
3.	Plan Awards Ceremonies for all awards at 2018 Annual Session.	Susan Routh & Terrie James	August-September 2018
4.	Review and update web press releases for access by winners.	Susan Routh & National Office	August 2018
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 <a href="http://neafcs.org">neafcs.org</a> to contact. Let Susan Routh & RDs know names & email addresses.	Terrie James	Late August or Early September 2018
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.	Susan Routh & National Office	August 1, 2018
7.	Send reminder email to all award winners asking them to RSVP for awards banquet and give instruction on arrival time to banquet.	Susan Routh and National Office	September 1, 2018
8.	Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program.	Will Ferguson, Susan Routh & Terrie James	Prior to final proof/edit of awards program September 2018
9.	Assign Committee Members from each region to follow up with award winners who have not sent RSVP.	Terrie James	October 1, 2018
10.	Communicate with National Office about printing awards in order of program for regions and awards ceremony	Susan Routh & Terrie James	August 2018
11.	Conference call with committee to discuss logistics for ceremony.	Terrie James & Committee members	Late September or Early October 2018
11.	Write Awards Ceremony script using information provided by National Office & Susan Routh. Files: 30 Word Summary; Banquet RSVP; Awards RSVP with number of Team Members & Guests	Will Ferguson and Terrie James	September 1, 2018

12.	Create seating chart for ceremony.	Terrie James	September 1, 2017
13.	Review Awards Ceremony Script & Seating Chart.	Terrie James, Sarah Straub, Dianna Bowen and Laurie Osgood	2018 Annual Session
14.	Sort and organize regional award certificates prior to regional meetings.	Terrie James and Sarah Straub	2018 Annual Session
15.	Distribute regional award certificates to presenters for each Regional Meeting. Have final list of awards for regional meetings for reading.	Susan Routh & Terrie James	2018 Annual Session
16.	Conduct Awards Ceremony recognizing award winners present at Annual Session.	Terrie James and all committee members	2018 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.	Susan Routh	2018 Annual Session