

2023 ACTION PLAN
Committee – Awards Ceremony
Awards & Recognition Vice President – Samantha Kennedy

Committee Chair: Lesa Rauh lesa.rauh@okstate.edu and Christy Stuth cread@arizona.edu

Committee Chair-elect: Emily Marrison marrison.12@osu.edu and Darlene Minniefield minnida@auburn.edu

Committee Apprentice: Heather Reister reister.6@osu.edu and Lorrissa Dunfee dunfee.54@osu.edu

Committee Past Chair: Donna Jung, donna.stangl@okstate.edu

Strategic Plan Goal:

Recognize and promote excellence, diversity and scholarship in NEAFCS programming

Committee Goal: To recognize and honor 2023 award winners in a professional setting at the NEAFCS Annual Session in Providence, RI.

Objectives: Plan, organize and implement the Awards Ceremony at the Annual Session in Providence, RI.

	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.	VP, Will Ferguson	Spring 2023
2.	Hold committee calls to discuss logistics of awards ceremony and planning. Schedule meetings in advance so more members can participate.	Lesa Rauh and Christy Stuth	6/1/2023
3.	Plan Awards Ceremonies for all awards (regional and national) at 2023 Annual Session.	VP, Lesa Rauh and Christy Stuth	REGIONAL: June 2023 NATIONAL: August/September 2023
4.	Review and update web press releases for access by 2023 winners.	VP, National Office	8/1/2023
5.	Secure readers/helpers to assist Regional Directors with Regional Awards at the 4 Regional Business Meetings during Annual Session. Use the Awards Ceremony committee list found at neafcs.org to contact. Let VP and RDs know names & email addresses.	Lesa Rauh and Christy Stuth	Late July or Early August 2023
6	Send email to award winners asking them to RSVP for the awards banquet. Also, remind to RSVP to any guests. Limit to 1 guest per person seated at the table.	VP, Will Ferguson	6/1/2023

7.	Send a reminder email to all award winners asking them to RSVP for the awards banquet and give instruction on arrival time to the banquet.	Will Ferguson	8/1/2023
8.	Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program.	Will Ferguson, Recognize and promote excellence, diversity and scholarship in NEAFCS programming VP, Lesa Rauh and Christy Stuth	Prior to final proof/edit of awards program August 2023
9.	Communicate with National Office about printing awards in order of program for regions and awards ceremony.	Recognize and promote excellence, diversity and scholarship in NEAFCS programming, Lesa Rauh, Christy Stuth	8/1/2023
10.	Conference call with the committee to discuss logistics for the ceremony.	Lesla Rauh, Christy Stuth, committee members	7/1/2023
11.	Write Awards Ceremony script using the information provided by National Office & VP Files: 30 Word Summary; Banquet RSVP; Awards RSVP with the number of Team Members & Guests.	Will Ferguson, VP, Lesa Rauh, Christy Stuth	8/15/2023
12.	Create a seating chart for the ceremony.	Lesla Rauh, Christy Stuth, Will Ferguson, committee members (sub- subcommittee)	8/15/2023
13.	Review Awards Ceremony Script & Seating Chart.	Lesla Rauh, Christy Stuth,	2023 Annual Session
14.	Distribute regional award certificates prior to regional meetings. Have a final list of awards for regional meetings for reading.	VP, Lesa Rauh, Christy Stuth, Emily Marrison Darlene Minniefield	2023 Annual Session
15.	Obtain National Awards and set up Awards Table on Stage prior to Awards Ceremony.	Lesla Rauh, Christy Stuth, committee Members	2023 Annual Session
16.	Conduct Awards Ceremony recognizing award winners present at Annual Session.	Lesla Rauh, Christy Stuth, committee Members	2023 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.	VP	2023 Annual Session