**Steps for Holding an IEEE Awards Banquet**

**Version 1.0, 2014-03-14**

**In preparation:**

* Identify a date, speaker and potential locations
* Finalize location and determine menu
* Identify winners of awards
* Contact winners and identify if they will be attending
* Order awards at least two weeks in advance
* Generate registration and meeting on vTools, which includes food selection and payment options
* Create and send announcements
* Send email announcement and reminders
* One week in advance provide food count to caterer
* Purchase decorations and speaker gift
* Purchase and print name tags
* Pick-up awards
* Arrange for someone to take pictures

**On day of event:**

* Send a final reminder to people who are registered
* 1 hour before: Setup decorations, registration table and presentation equipment
* 30 minutes before: Perform final food count and check setup
* When attendees arrive: Greet, confirm payment and provide name tags for attendees
* At meeting time: Welcome attendees
* After Dinner and before dessert: Present awards
* After awards: Introduce speaker
* After talk: Thank speaker and give the speaker the gift
* After talk: Thank attendees
* Clean up and pay bill

**Later – after talk:**

* Send a thank you note to speaker, share comments from attendees.
* Report attendance in vTools.
* Submit any reimbursement forms necessary

**History**

2014-03-14 - Original