

Award Ceremony Instructions

Set-Up

Jobs that will need to be completed are:

- Entering the winning project numbers by award number into the database, triple checking the accuracy and preparing the Press Release for posting on web site (Thursday evening by CSEF Director).
- Email the Best of CSEF Project Award winner's names for Junior and Senior Divisions to All Sports Trophy for engraving. The plaques will need to be ready for pick up at 3:30 p.m.
- Sending an electronic copy of the Press Release to the media list.
- Printing checks from the Quicken file.
- Printing the Script Book – arrange according to the Awards Ceremony Program order.
- Printing the Grand Award certificates and attach the ribbons/medals and checks to them. The ordering of these awards will be Honorable Mentions (on top), 3rd Place, 2nd Place and then 1st Place (on bottom). **Use the Script Book to make sure the Honorable Mentions are in the order that they will be read.**
- Completing or printing Special Awards certificates as needed.
- Arrange for judging of SSP awards that have not been awarded yet.
- Completing the SSP award certificates as needed.
- Organize the Special Awards according to the order listed in the Script Book and boxing up for transportation to the Awards Ceremony site.
- Packing the awards for transfer to ceremony location.
- Organizing the Grand Awards judging comment cards for distribution late Friday afternoon.
- Posting the Press Release on the web site Saturday morning.