

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 early morning printing (Thursday evening by CSEF Director).
- Sending an electronic copy of the Press Release to Fast Print for printing. This needs to be delivered to the LSC Room 322 by 3 p.m.
- Email the Best 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), 4th Place, 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.