



CHECKLIST

(Name of organization)

- _____ Notify award recipient with letter. Include Waiver and Bio forms with return envelope. Send copy of letter to Recognizing Organization contact.
- _____ Notify Governing Committee of selection using Announcement Form.
- _____ Communicate award recipient and respective presentation details to WHTM-TV, abc27.
- _____ Prepare draft news release using sample as template and forward to board member Laura Duran, laura@lauraduranPR.com, for editing and distribution.
- _____ Request award checks.
- _____ Request award pieces.
- _____ Arrange and communicate details of presentation (date, time, location, speaker, etc.); arrange for photos to be taken.
- _____ Prepare name plate for plaque.
- _____ Email photos to Laura Duran, laura@lauraduranPR.com, for use on website.