

Event Guide: Steps for Holding an IEEE Awards Banquet

12 September 2015

In preparation:

- Identify a date, speakers and potential locations
- Finalize location and determine food 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