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