

2006 UNIVERSITY AWARD COMMITTEE

May 11, 2006

5:30 p.m.

Conference Room C

General Administration Building

Tentative Agenda

- Review of the University Award resolution
- Discussion of proposed calendar
- Discussion of things to do
- Discussion of award dinner location
- Next meeting

## CALENDAR FOR THE 2006 UNIVERSITY AWARD

<u>February 10</u>	Chairman Wilson named the committee
<u>March 13</u>	Correspondence sent requesting Award nominations
<u>April 28</u>	Nominations due date
<u>May 11</u>	First meeting of the committee to discuss the logistics of the award
<u>June 9</u>	Committee makes its recommendation to the Board of Governors.
<u>November</u>	Award presentation November 9, 2006

## **2006 University Award**

**November 9, 2006**

### **List of things to do**

Notification of recipient(s)

Determine the location

Selection of presenter(s)

Consider musical support

Coordination of the food and beverage

Coordinate preparation of invitations with target date to mail no later than October 2

Citation(s) preparation

Arrange citation(s) framing

Arrange engraving of award(s)

Coordinate preparation of printed programs

Coordinate flower arrangements

Monitor responses

Prepare nametags, seating arrangements, head table place cards

Coordinate Banquet Hall arrangements and supporting staff invited

Arrange photographer

Arrange parking

Provide detailed script for the chairman and all participants