



2018-19 Awards Banquet Committee Action Plan

AWARD BANQUET COMMITTEE LEADERSHIP

Jana Brickey, Chair

Samantha Pinkal, Vice Chair

Rob Millar, Board Liaison

COMMITTEE MISSION: Economic Development Distinguished by Excellence (EDDE): Honor individuals and organizations for their significant contributions to the advancement of economic development in Arizona through a unique event

GOAL #1: Honor individuals, organizations and companies for excellence in the eight EDDE Award categories.

ACTION: Prepare a team of volunteers to plan and execute a semi-formal awards dinner program to take place during the AAED Spring Conference.

- Establish a monthly meeting of volunteers starting in Fall 2018 and extending through May 2019
- Identify individuals within EDDE Banquet Committee to take an active lead in assisting with the following categories of the awards dinner: Audio/Visual; Decorations; Hotel Logistics; Script coordination; Photography; Program script; Marketing materials; and Entertainment.
- Seek out new volunteers to actively participate on the EDDE Banquet Committee

ACTION: The EDDE Banquet Committee will work with the EDDE Awards Committee and Spring Conference Committee to coordinate all efforts to produce an awards program that compliments and enhances the Spring Conference.

- Chair and/or Vice Chair of EDDE Banquet Committee will attend at least two meetings of the Spring Conference Committee
- Chair and/or Vice Chair of EDDE Banquet Committee will coordinate with Chair of EDDE Awards Committee to appropriately recognize the individual award recipients
- Identify co-marketing opportunities with Spring Conference Committee and work to keep consistency between the awards program and the spring conference

TIMELINE FOR COMPLETION: Mid-April 2019

BUDGET IMPACT (Income/Expense): \$0/\$0

MEASUABLE RESULTS:

- Theming Strategies / Creativity activated early
- Streamlined processes

GOAL #2: Acknowledge the work and accomplishments of Committee Chairs and outgoing members of the Board of Directors

ACTION: Engage outgoing President in program script preparation so that he/she is able to prepare remarks specific to the accomplishments of Committee Chairs and/or outgoing Board members. Potentially move this function to earlier in the day

TIMELINE FOR COMPLETION: Mid-April 2019

BUDGET IMPACT (Income/Expense): 0/0

GOAL #3: Acknowledge and honor the outgoing President and introduce the new President-Elect; passing of the gavel

ACTION: Engage outgoing president on his/her vision for the awards program; encourage their participation in the EDDE Banquet Committee

ACTION: Include visual presentation of outgoing President's accomplishments during their tenure to be viewed during awards dinner

TIMELINE FOR COMPLETION: Mid-April 2019

BUDGET IMPACT (Income/Expense): \$0/\$0

GOAL #4: Produce quality awards program within budget

ACTION: Actively seek out AAED member vendors who may be able to provide services or an in-kind sponsorship in order to alleviate budget costs; ask these members to actively participate in EDDE Banquet Committee

ACTION: Actively seek out alternatives to reduce overall costs

TIMELINE FOR COMPLETION: Mid-April 2019

BUDGET IMPACT (Income/Expense): \$0/\$0

MEASUABLE RESULTS:

- Increase in budget for entertainment
- In-kind donations: décor, table wine, printing, entertainment

GOAL #5: Committee leadership succession plan.

ACTION: Identify and confirm incoming Vice Chair at start of second year of the 2-year chairperson term.

ACTION: Chair transition – file transfer.

TIMELINE FOR COMPLETION: May 2019

BUDGET IMPACT (Income/Expense): \$0/\$0

MEASUABLE RESULTS: Easy transition of leadership.

2019 – 2020 Possible Action Items

GOAL #1: Break the 200 mark for attendance

POTENTIAL BUDGET IMPACT (Income/Expense): unsure of income / \$3,000