The American Trauma Society recognizes the month of May as National Trauma Awareness Month. We invite you to consider hosting a “Trauma Reflections Ceremony.”

1) Pick a date and theme for the ceremony.
2) Send “Save the Dates” to patients, their families, and staff members on all trauma units 3-4 months prior to program.
3) Reserve auditorium where ceremony will be held.
   a. Confirm that all AV needs are included at time of request — laptop, microphones, etc. (If a panel group is part of the program, microphones should be set up on a 6ft table on the stage)
4) Send letters to patients and their families inviting them to the ceremony.
   a. Include directions to the hospital and the auditorium.
5) Notify editor of hospital newsletter, public relations, and local media.
6) Schedule meeting for Trauma Clinical Administrator to meet with Trauma Nurse Excellence Award Committee.
7) Send out flyer announcing program.
8) Get plaque engraved for the Trauma Nurse Excellence Award Winner.
9) Order food for the ceremony.
10) Decide on a gift for each patient attending ceremony (plant, trauma awareness lapel pin, etc.).
11) Send letter to the winner and the honorable mention nurse for Trauma Nurse Excellence Award.
12) Print certificates for the Trauma Nurse Award (provide frame for winner; place honorable mention in certificate folders).
13) Print out brochures for ceremony.
14) Ask administration to send email to Hospital wide distribution group with ceremony date and information.
15) Send thank you letters to patients and their families after the ceremony.