

PSD Award Timeline 2009-10

KH (Updated 6/09)

June: New members added to committee. Committee communicates to plan for the next awards-season.

August: Publicity reviewed and planned with Sarah Greene, PSD Office Adm. ***Kelly***

August-September: Nomination forms for all awards reviewed and updated for PSD website and mailing. ***Karen*** Article in PSD newsletter about award nominations. ***PSD office staff***

Late September or early October: Send awards-information newsletter article and bulletin board flyer to all congregations. ***Karen***

October-November: Send emails to targeted groups or individuals in congregations such as presidents, newsletter editors, directors of religious education, church historians, or social justice chairs, reminding them about the PSD Awards. ***All committee members*** Last year Sarah Greene gave me a distribution list for all the PSD churches and fellowships, so I did this task.

Early January: Follow up reminder emails and/or phone calls to assigned congregations (to president, minister, office manager, or other contact person.) ***All committee members*** (***Kelly McKown, Mel Aanerud, Karen Hirsch***)

January 31: All nominations due in Sarah Greene's office.

By February 10: Sarah distributes completed nomination forms to appropriate selectors. Our committee gets forms for Social Justice Award (adult and youth), Unsung UU Award, Keeping the Faith Award (small congregation), Keeping the Faith Award (large congregation), and O. Eugene Pickett Award. Others in the PSD are responsible for the Ellie Morton Award and Betty Gorshe Award.

After February 17: Committee communicates to select winners. ***All committee members*** Selectors for Ellie Morton Award and Betty Gorshe Award do the same.

By early March: Send letters to inform nominators of award winners. Tell nominator to let the winning person know and send a confirmation form back to us with the following information: ***Kelly***

- Will the winner attend the awards luncheon? (Forward this info to Sarah Greene.)
- If no, who will accept his/her award? (Forward this info to Sarah Greene.)
- A photo of the award winner.
- Number of guests the winner intends to have at his/her table. (Forward this info to Sarah Greene.)

Send letters to nominators to inform them of non-winners, thanking them for their nomination and suggesting that they honor their candidate in their own congregation. ***Kelly***

Send citation paragraphs (140 words or fewer) for each award-winner to Sarah Green. Sarah also needs a list of winners with their home addresses and congregations. ***Karen***

Order UUA Bookstore gift certificate for each winner, the ones we chose as well as the Betty Gorshe and Ellie Morton winners. (\$50 each) ***Karen*** Changes for 2009-10: There will be no gift certificates or subsidies for Award recipients; recipients will have to pay to attend the conference.

Make table reservation for awards display at conference. This is made through local arrangements and must be done ahead of time. ***Mel***

If we have a Eugene Pickett Award, forward it to UUA. ***Kelly***

Confirm which winners will attend the conference or who will accept the award for them. ***Kelly***

Coordinate the following arrangements for Awards Luncheon with District President, Local Arrangements, and Sarah Greene. ***Mel***

- Communicate information to Local Arrangements Chair for table reservations. Select/confirm

presenters for each award-winner. Sarah will give the awards certificates to the Awards Committee luncheon coordinator on Friday night. Coordinator will give certificates to presenters for awards not being given during luncheon. Will put certificates on the podium of the banquet room before the presentation.

- Decide on luncheon agenda items (which presentations are to be made). Collect list of presenters and award recipients and time/place each award is to be presented. Collect list of recognitions to be presented at luncheon and presenters. Forward info to Sarah by March 14 for luncheon program. Sarah sends final draft to coordinator by March 21. Coordinator proofs program and returns to Sarah by March 28.

- Awards committee coordinator asks Local Arrangements to notify the hotel to:

- Reserve tables near the front for MC, award winners and presenters (one table for each recipient and guests).

- Make signs for all awards-tables with name of specific award.

- Provide podium and microphone.

- Provide a small table near the podium to hold the certificates.

- Serve reserved tables first (or send them through buffet first.)

- Awards Committee coordinator will let hotel know the number of reserved tables.

- Awards Committee will notify presenters that they should sit with the recipients (and go through buffet line first.)

Later in March: Prepare display board for conference. Include photos of winners, information about the awards, and information about the winners. Set it up at conference. Mel

Early April: Send a press release to the local newspaper of award-winners. Karen

April: Coordinate awards presentations at Awards Luncheon. Arrange for 2-3 volunteers to put programs on tables before luncheon. Mel

Prepare for awards presentation/MC/luncheon. Meet and greet award-winners at conference. Confirm that presenters/recipients are present. Confirm podium/mike are handicapped accessible. Mel, Nancy also said she'd do this even though she is now off the committee.