

# Chapter Education Program of the Year



The NACE Chapter Education Program of the Year award recognizes the planning, production, and execution of a chapter program that demonstrates superior achievement in educational content.



Give a 150-word overview of the award submission to answer the following questions. This overview should set the tone for the rest of the award submission. This overview may be used in promotional materials and NACE reserves the right to modify this description for the award program.

How would you describe the program? How did it meet the educational purpose and objectives set forth by the chapter? How would you describe different, unique, or created qualities which elevated the program content to an award-winning level?

Respond to the below bulleted prompts in 350-500 words. Answer all prompts in the order listed, adding space between answers, for maximum point value.



- What was the educational program as it was defined by the board and why would it benefit the chapter's membership?
- What was the speaker, panel, and/or presentation?
- What were the overall goals of the educational program and at least three concepts that attendees were meant to take away?
- What was the location, venue, unique challenges or opportunities presented by the site and the relationship between the catering and program content?
- What were the marketing/promotion strategies, promotional items, and how did these add to the program's success by increased contributions or attendance?
- Provide the percentage of members attending out of TOTAL chapter membership.

Upload the following to support your written award submission. All upload material must be submitted to receive full credit for this portion of the submission.



- Upload the event planning timeline, event timeline, and agenda.
- Upload board/committee involvement, total number of attendees, and number of members vs number of guests/nonmembers that attended.
- Upload a spreadsheet with budget as well as actual revenue and expenses.
- Upload 5-6 high quality photos of the program and educational materials/handouts.
- Upload 1-2 sample marketing materials (invitations, programs, press releases, media exposure, nametags, menu cards, event surveys).
- Optionally, submit one video segment. Must be maximum of two minutes in length and must be submitted through a link, such as Vimeo or YouTube.