

Chapter Program of the Year



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



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 event? How did it meet the purpose, theme, goals, and objectives set forth by the chapter? How would you describe any different, unique, or creative qualities of the event? How did these elevate the program content, theme, and presentation 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 speaker, panel, and/or presentation?
- What were the décor, special effects, lighting, entertainment, and staging used to support the event theme?
- What was the venue or event site, including location and unique challenges or opportunities presented?
- What was the relationship of catering, food and beverage design, and menu to the event theme?
- What were the primary marketing/communications strategies and how did these contribute 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 a list of event sponsors (identify NACE members), products or services, and whether donations were made in cash or in-kind.
- Upload a list of vendors and paid services (identify NACE members).
- Upload board/committee involvement, total number of attendees, and number of members vs number of guests/nonmembers that attended.
- Upload a spreadsheet detailing budget, revenue, and expenses.
- Upload 5-6 high quality photos of the event or program.
- Upload 1-2 marketing materials (social media, email, press release, menu cards, etc)
- Optionally, submit a video segment. Must be maximum of two minutes in length and must be submitted through a link, such as Vimeo or YouTube.