

## Sample Plain Language/Clear Communication Program Checklist (Assumes Annual Ceremony)

**Table 1 – Preliminary Tasks**

ITEM 1 Tasks	DUE DATE	RESPONSIBLE
Discuss Speaker ideas for upcoming awards/recognition ceremony	11-9 months before ceremony	
Confirm liaisons for next program year	11-9 months before ceremony	
Send instructions to liaisons addressing their roles regarding submissions, review, and ceremony/award processes.	11-9 months before ceremony	

**Table 2 – Submission Process**

ITEM 2 Tasks	DUE DATE	RESPONSIBLE
Create on-line form for submissions. Incorporate changes/modifications in categories, authors, etc. Determine information needed for review panels, program book, etc.	9 months before ceremony	
Work with IT staff to update and finalize on-line submission form	8-9 months before ceremony	
Prepare and send instructions to coordinators for entering online submissions	8-9 months before ceremony	
Prepare and finalize form for submitters to send to coordinators	8-9 months before ceremony	
Draft call for submissions to staff (email letter); address role of liaisons, eligibility, and deadlines	8 months before ceremony	
Send out call for submissions to staff	8 months before ceremony	
Draft reminder email for liaisons to send to staff repeating instructions and deadlines for submission	6 months before ceremony	
Close submission process for staff	6 months before ceremony	
Close submission process for liaisons	5 months before ceremony	

**Table 3 – Next Tasks**

<b>ITEM 3 Tasks</b>	<b>DUE DATE</b>	<b>RESPONSIBLE</b>
Confirm awards/recognition ceremony date and review timeline	4 months before ceremony	
Reserve venue for ceremony	4 months before ceremony	
Inform leadership schedulers of ceremony date	4 months before ceremony	
Confirm speaker and send out invitation	4 months before ceremony	

**Table 4 – Review Process**

<b>ITEM 4 Tasks</b>	<b>DUE DATE</b>	<b>RESPONSIBLE</b>
Obtain spreadsheet of submission entries IT staff	4 months before ceremony	
Sort submissions by category for use in review	4 months before ceremony	
Review submissions to ensure appropriate category selected and eligibility of submissions		
Select review panels by category	4 months before ceremony	
Send out invitation to selected/potential reviewers	4 months before ceremony	
Confirm review panelists and ask for a volunteer leaders for each panel	4 months before ceremony	
Send detailed instructions to review panels, including list of submissions to review (spreadsheet format); score sheet forms (spreadsheet format for tabulation); and leader score sheet (spreadsheet format for tabulation).	3 months before ceremony	
Allow 4 to 6 weeks for review	3 months before ceremony	

**Table 5 – Preparing for Ceremony**

<b>ITEM 5 Tasks</b>	<b>DUE DATE</b>	<b>RESPONSIBLE</b>
Prepare posters and flyers for advertising awards/recognition ceremony date and time	3 months before ceremony	
Confirm caterer	3 months before ceremony	
Confirm promotional items (e.g., bags, lanyards)	3 months before ceremony	
AV – confirm AV requirements with events management	3 months before ceremony	
Book photographer	3 months before ceremony	
Order Sign Language interpretation/interpreting request	3 months before ceremony	
Begin preparations for background slide show (e.g., jpegs of product covers)	3 months before ceremony	
Draft article for internal publication	3 months before ceremony	
Add to organizational calendar of events	3 months before ceremony	

**Table 6 – Ceremony Program Book**

<b>ITEM 6 Tasks</b>	<b>DUE DATE</b>	<b>RESPONSIBLE</b>
Prepare/draft program copy for awards/recognition ceremony; edit for consistency and correctness (titles, authors, contractor vs. noncontract staff, descriptions punctuation)	1 month before ceremony	
Prepare and update agenda with speaker page. Include quotes; a listing of liaisons, a list of reviewers, and a glossary/key explaining acronyms		
Concur with printer on due date for proofs and a timeline for editing and final printing	1 month before ceremony	
Cross-check and edit (allow time for this)	1 month before ceremony	

**Table 7 – Finalize Ceremony**

<b>ITEM 7 Tasks</b>	<b>DUE DATE</b>	<b>RESPONSIBLE</b>
Provide printer list of awardees for certificates	3-4 weeks before	
Formally invite appropriate leadership and prepare for any taped remarks to be filmed	3-4 weeks before	
Invite all staff from Office of the Director	3-4 weeks before	
Notify internal publication	3-4 weeks before	
Invite appropriate staff members and senior leadership	3-4 weeks before	
Call for ceremony volunteers	3-4 weeks before	
Send out PL instructions	3-4 weeks before	
Remind/confirm/finalize caterer; photographer; interpreter	3-4 weeks before	
Follow-up on promo items and gifts	3-4 weeks before	

**Table 8 – Post Ceremony**

<b>ITEM 8 Tasks</b>	<b>DUE DATE</b>	<b>RESPONSIBLE</b>
Send out thank you notes to volunteers. Conduct post-event evaluation; lessons learned.	Month after ceremony	