



Hall of Fame and Special Awards Coordinator

- Periodically review with the Board and HOF nominating committee the process for evaluating and selecting Hall of Fame Inductees and other awards.
- Appoint chapter hall of fame nomination committee for any hall of fame recognitions.
- Coordinate and host chapter hall of fame and awards recognition banquet.
 - Develop budget for approval and coordinate event
 - Find Venue options and present recommendation to president for approval & contract signature
 - Find and present food options for the event; obtain contract signature
 - Find and contract with photographer
 - Develop event program and arrange to have it printed and delivered
 - Find and have recognition plaques prepared
 - Find directly or work with Fundraising and sponsorship coordinator to find event sponsors
 - Track participants and establish table seating charts
 - Work with treasurer and/or webmaster to assure registration program for the event is established.
- For other special award events follow a process similar to the one above