

## CHECKLIST FOR AN IMPACTFUL DEPARTMENT AWARD CEREMONY

*\*Please refer to the “Steps to an Impactful Department Award Ceremony” document for step-by-step details. \**

- Select a date for your award ceremony. (3 Months in advance!)**
- Notify the Donor Relations Coordinator. (3 Months in advance!)**  
(To ensure proper invitation lists can be run.)
- Discuss your outreach and involvement plan for donors with your assigned development officer.**
- Make scholarship selections in UCM Scholarship Finder. (Due No Later than April 15th!)**
- Plan your event. (2 months in advance!)**
  - Work on Invitations, IMC for formal
  - Reserve Space
  - Order Refreshments if desired
  - Prepare Program
  - Communicate with the Dean of your Program
- Submit scholarship certificate requests. (2 weeks before event!)**
- Send the program to the Donor Relations Coordinator. (1 week before event!)**  
(For attendance and photography plan.)
- Notify the Donor Relations Coordinator of changes to program in ample time before the event begins.**
- Follow up with Scholarship Donors with the help of Donor Relations Coordinator.**