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**(FEBRUARY-August)**

**Nominations** (CIS will send these to Vicki and to Jennifer on the ICDA Board)

1. Start advertising and soliciting in nominations in February. Due date September 1st.
	1. Post on sites
		1. CIS
		2. ICDA
	2. Nominations:
		1. Nominations from Field
		2. CIS nominations (CIS need to finished- Christian to do)
		3. ICDA nominations?

**ICDA Budget for Events and Awards**

1. Determine budget
	1. Plaques
	2. Social

**(MAY)**

**Contact Governor’s Office**

1. Contact the governor’s office to request the proclamation in May
	1. Fill out appropriate form
	2. Request the signing ceremony at the same time
	3. Follow up six weeks prior to the event to see if we have a ceremony approved.

**(SEPTEMBER)**

**Choose winners**

**Write up small blurb/speech for each nominee**

1. Look at last year’s and create something similar
2. Make sure that CIS and ICDA have a copy

**Notify Winners**

1. Wait to notify until we know when signing ceremony/ ICDA social will be
	* No later than the end of September, beginning of October to give them a month for planning

**Invite DOL Staff and Management**

1. Let DOL staff know this is a joint effort this year by DOL/ ICDA
2. Send invite to Roger, Georgia, and Area Managers first
3. Send invite to “Everyone” group in Outlook
	1. As soon as we know the date we need to contact Cheryl Ausman to put on Roger’s calendar
	2. Express that if Roger would like to talk he is more than welcome to do so.
		1. If he would like to make sure he gets a copy of the speech so he can refer to that.
	3. Need to get on Georgia’s calendar as well
4. Follow up email to go the week before

**Outreach Materials (Post November 1st)**

1. Press Release- CIS and ICDA
2. CIS Portal- CIS
3. ICDA Site- Amy Brady

**Governor Office Signing Ceremony**

1. Communicate with Bobbi Jo Meulman to determine if this is will happen
	1. Ask if it is okay to give awards away during the signing ceremony
	2. Bobbi-Jo.Meuleman@gov.idaho.gov

**(OCTOBER)**

**Outreach Materials**

1. Communicate to partners date/time/locations
2. Ask for RSVP

**Awards/Plaques**

1. ICDA will order/ create the awards/ plaques
2. ICDA will ship to any winner not available to attend the day’s events

**Proclamation**

1. Post online by October 31st
	1. CIS
	2. ICDA

**Singing Ceremony**

1. Invite Partners
	1. Keep a list of RSVPs:
		1. Need to provide this to the Gov Staff in advance
		2. Example from last year attached
	2. If we have the OK to give awards away send the write up on each person to the Gov staff.

**Career Development Social**

1. Invite partners
2. Set up location and time
3. Determine what food /drinks will be offered

**November (day of)**

1. Reminder to partners
2. Set up location
3. Good Job everyone, Enjoy!