

HCE Recognition Banquet

Several months in advance – remind members to work on projects. (ACCENT)
Secure a judge for the event – cost approved by Executive Board in advance.
Work with the Spring Meeting Center Chair to determine space needs, display area, and times,
Prepare “People’s Choice” tickets and container to collect votes.
Recruit other volunteers to help at event.
Prepare a comment sheet to be used by judge.
Secure ribbons for entries selected to go on to State competition.

Day of:

Set up space according to categories.
Make necessary signs.
Register entries as they come in.
Display in proper location for
judging.
Work with judge, if necessary, without personal opinion or comments.
Tally the people’s choice votes.
Announce winners or have judge (if present).
Write up report on winners for newsletter.

State meeting entries:

Contact winners with registration information and entry date.
Transport (or arrange for) entries to State meeting. (Usually need to be there one day in
advance.) Make arrangements for check in and return of articles.
Write article for newsletter on placement at State meeting.