**Section Operations**

**5.5** **Section Anniversary Party and Awards Ceremony – New Hampshire Section**

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| **1. Section, Branch** | New Hampshire Section |  |
| **2. Section/Branch Size** | Medium |  |
| **3. Project Contact** |  |
| Name | Brian Vincent |
| Phone Number | (603) 224-4182 |
| Email | bkih1234@myfairpoint.net |
| **4. Project Category** | Section Operations |
| **5. Project Description** | 50-year anniversary celebration and Award Ceremony. Awards included NH OCEA award, Student scholarship awards and ASCE Lifetime Membership Awards. |
| **6. The Process**(What you did, When and How) | We carefully selected a venue for the event that was a central location in NH to try and get good attendance. We put some time into selecting a venue that would be more appealing than our usual monthly meeting venues. In the end, the venue we selected was a bit fancier than the usual venues and more expensive. This did mean higher ticket prices, but the food and atmosphere were better quality and perhaps that helped people justify the higher expense. It also helped with creating the atmosphere for the event that we were trying to achieve. We wanted this to be a special event.We heavily promoted the event to the membership via email announcements and reminders, as well as through the Section Newsletter. We also sent invitations to other area sections. We had members from both the Maine, Vermont and Boston sections attend. Anni Autio, on behalf of BSCES made a special proclamation recognizing the NH Section’s 50th anniversary.We worked very hard to get a “unique keynote speaker” that would create interest and hopefully a good draw. To save on the expense of a key note speaker, we made an agreement with our speaker that in exchange for him speaking, we could commit a number of volunteers to an annual event he organizes.The planning process began several months before the event. It seems that this is necessary if you are trying to get a top-notch venue that is affordable along with a top-notch speaker. We tried to select a date that was free and clear from other events put on by the NH Section and other local engineering societies.We requested and obtained sponsorships from local engineering firms to defray some of the costs, particularly because we invited award winners to attend free of charge.We also made sure that we had a “full time” photographer at the event (one of our board members). |
| **7. Those in Charge** (Committee, Task Committee, Etc.) | Brian Vincent, Britt Audet, Jay Hodkinson and Ken Milender. |
| **8. Time Frame**(When Started, When Completed) | We began planning the event in November 2008 and the event was held in May 2009. |
| **9. Success Factors**(The Parts that Worked Really Well) | The venue, dinner/food was excellent, the registration went well and awards went well. The main speaker had an excellent topic that was appreciated. |
| **10. Setback Factors**(The Parts that did Not Work Well) | Electronics for the main speaker did not work well, and the main speaker presentation seemed to be a little too long. There was a bit of a glitch with the number of tables/seats available, but it was quickly corrected. |
| **11. Creativity**(This is something off the wall that we did) |  |
| **12. Administration**(What was most Important?) | Staying organized with attendee sign ups, cash flow and committee coordination. |
| **13. Follow-Up**(What was most important?) | Place photographs of the event on our website immediately following the event. Thank sponsors within our section newsletter. |
| **14. Recommendations**(What you should ALWAYS do with this project?) | Make sure electronics ARE going to work. Plan ahead. |
| **15. Cautions**(What you should NEVER do with this project?) | Rush things and leave loose ends and hope for the best. |
| **16. The Outcome** | Very well received. |
| **17. Ongoing Activity**(Would you do it again?) |  |
| **18. Speaker Contact Information** (person from your Region who would be willing to speak about the Best Practice) |  |
| Name |  |
| Address |  |
| Phone Number |  |
| Email |  |
| **19. Additional Comments** |  |