

Best Practices Information Request Form

Sections and Branches

The Leader Training Committee (LTC) is continuously expanding their Best Practices Guide to document successful activities and practices in our Sections and Branches.

Please use this form (Word format) to document your group's successful activity so we can share it with other leaders. We strongly encourage you to attach relevant graphics and photos (either embedded in the Word document or as attachments, PDF, jpg, tif, or other formats). We will incorporate the new Best Practice in the Guide and post it to the web site. Please return your completed form to Brian Pawula at blpawula@hornershifrin.com and/or Nancy Berson at nberson@asce.org.

Date	6/5/2026
PROJECT TITLE	Engineers in Government Night
1. Section/Branch	Florida Section, Palm Beach Branch
2. Section/Branch Size	700
3. Project Contact	
Name	Kaitlin Townsend --- Cristina Caceres
Phone Number	(561) 290-0962 --- Not provided
Email	palmbeachasce@gmail.com --- cristina.caceres@kimley-horn.com
4. Project Category	Membership Development
5. Project Description	This event is held to honor the Government Engineer of the Year, Engineer of the Year, Young Engineer of the Year, Employer of the Year, Project of the Year and Sustainable Project of the Year for our Branch. Life Members are recognized during the ceremony, and scholarships are awarded to three high school or college recipients.
6. The Process (What you did, When and How)	<ol style="list-style-type: none"> 1. Request local engineering companies to sponsor silver, gold, or platinum levels. This is done 2-3 months prior to the event. 2. Request award nominations from our members. This is due 1 month prior to the event. 3. The Board discusses the nominations and chooses the winners. 4. Obtain biographies of winners and life members for the program. 5. Order plaques for the winners. 6. Schedule a speaker for the event. 7. Schedule a caterer for the event.

	<ol style="list-style-type: none"> 8. Request applications for scholarship winners and review the applications to determine the recipients. 9. Request help from the local FAU ASCE chapter for volunteers. 10. Invite Life Members to attend the event, be recognized, and receive a framed certificate.
7. Those in Charge (Committee, Task Committee, Etc.)	The Board’s Vice President is responsible for planning and executing the event, with support from the rest of the Board and Committee Chairs.
8. Time Frame (When Started, When Completed)	It is held for approximately 3 hours.
9. Success Factors (The Parts that Worked Really Well)	<ol style="list-style-type: none"> 1. Pre-event networking was well received and helped set a positive tone for the event. 2. Live musical entertainment, including saxophone and/or guitar, enhanced the ambiance throughout the event. 3. The drink selection was well received and contributed to a positive guest experience. 4. The venue was highly regarded for its atmosphere and convenient accessibility. 5. FAU Student volunteers supported setup effectively, with sufficient time allocated for preparation. 6. Hiring a bartender this year significantly improved service flow and made drink service more efficient and seamless.
10. Setback Factors (The Parts that did Not Work Well)	The A/V system would benefit from a higher-capacity speaker to improve audio clarity and volume, as well as a dedicated display screen to enhance visual visibility and overall presentation quality.
11. Creativity (This is something off the wall that we did)	Live musical entertainment was very well received and significantly enhanced the overall event atmosphere.
12. Administration (What was most Important?)	Organization was the most important, as there are many factors at play at once. Proper delegation between the board members and student volunteers is key.
13. Follow-Up (What was most important?)	Same as stated above.
14. Recommendations (What you should ALWAYS do with this project?)	<ol style="list-style-type: none"> 1. Sponsorships are a significant portion of funding for this event. Calling companies and people who had sponsored the event in the past boost sponsorships. 2. Include a dinner and drinks. 3. Include a guest speaker.

<p>15. Cautions (What you should NEVER do with this project?)</p>	<p>Do not leave items for the last minute. We have had scheduling issues with the speaker, and because we had this event organized months in advance, we were able to secure a backup speaker.</p>
<p>16. The Outcome</p>	<p>Overall, the event was a success, our members were very happy.</p>
<p>17. Ongoing Activity (Would you do it again?)</p>	<p>Yes, this is a yearly event for our Branch.</p>
<p>18. Speaker Contact Information (person from your group who would be willing to speak about the Best Practice)</p>	
<p style="text-align: right;">Name</p>	<p>Kaitlin Townsend --- Cristina Caceres</p>
<p style="text-align: right;">Phone Number</p>	<p>(561) 290-0962 --- Not provided</p>
<p style="text-align: right;">Email</p>	<p>palmbeachasce@gmail.com --- cristina.caceres@kimley-horn.com</p>
<p>19. Additional Comments (We strongly recommend attaching relevant photos and graphics)</p>	



