**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 (MS Word Format) to document your Region’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 MS Word document or attachments as PDF, jpg, tif, or other formats). We will incorporate the new Best Practice in the Guide and post to the web site. *Please return your completed form to Brian Pawula at* [*blpawula@hornershifrin.com*](mailto:blpawula@hornershifrin.com)*, or Nancy Berson at* [*nberson@asce.org*](mailto:nberson@asce.org)*.*

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| **PROJECT TITLE** | **Engineers in Government Night** |

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| **1. Section/Branch** | Palm Beach Branch |
| **2. Section/Branch Size** |  |
| **3. Project Contact** |  |
| Name | Phoebe Cuevas Molina |
| Phone Number | 561-753-9723 x6036 |
| Email | palmbeachasce@gmail.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) | * Request local engineering companies to sponsor the event with silver or gold sponsorships. * Request award nominations from our members. * The Board discusses the nominations and chooses the winners. * Obtain biographies of the winners and life members to include in the program. * Order plaques for the winners. * Schedule a speaker for the event. * Request applications for scholarship winners and review the applications to determine the recipients. * Request help from the local FAU ASCE chapter for volunteers for the event. * 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 tasked with planning and running the event. |
| **8. Time Frame**  (When Started, When Completed) | It is held for approximately 3 hours. |
| **9. Success Factors**  (The Parts that Worked Really Well) | * Networking prior to the event was received well. * The food choice (paella) was liked. * A live saxophone player attended to provide ambient music during the event. * The drink selection was well received. |
| **10. Setback Factors**  (The Parts that did Not Work Well) | * The A/C was not working too well. * The A/V system was not ideal, so we had to use the A/V system by the saxophone player. * The student volunteers should have been told to show up sooner to help more. * The venue staff was very unhelpful leading up to the event. |
| **11. Creativity**  (This is something off the wall that we did) | Hiring a live musician was new and well received. |
| **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?) | * Sponsorships are a significant portion of funding for this event. Calling companies and people who had sponsored the event in the past boost sponsorships. * Include dinner and drinks. * Include a guest speaker. |
| **15. Cautions**  (What you should NEVER do with this project?) | Do not leave items for the last minute. We had scheduling issues with the speaker, and because we had this organized months in advance, we were able to secure a backup. |
| **16. The Outcome** | Overall, the event was a success, our members were very happy. |
| **17. Ongoing Activity**  (Would you do it again?) | Yes, this is a yearly event for our Branch. |
| **18. Speaker Contact Information**  (person from your Region who would be willing to speak about the Best Practice) |  |
| Name | Phoebe Cuevas Molina/Justin Tagle |
| Phone Number | 561-753-9723 x6036/(561) 358-6400 |
| Email | palmbeachasce@gmail.com/jtagle@chenmoore.com |
| **19. Additional Comments**  (We strongly recommend attaching relevant photos and graphics) |  |