AWARDS NIGHT OUTLINE

Before

- Arrange trophies/plaques on tables on stage
- Set up screen, projector & computer for PPT
- Put tables in front of stage with boxes of certificate folders for each counselor

Opening

- Make sure all seniors are seated in front
- Describe order of events and encourage all to stay to the end
- Apologize for mispronunciations or omissions
- Refer to Award explanations in back of program
- Remind students to pick up packets at end of evening by counselor

Power Point Presentation of Senior Stars

- List college
- Include small learning academies, awards, honors, leadership, athletic teams, etc.
- May include photo, if available

School Awards (departments, memorials, etc.)

Community-Based Scholarships (organizations, clubs, corporations, etc.)

School-Based Scholarships (Alumni Assoc, established memorials, new?)

Closing

- Remind students to pick up packets at tables by counselor
- Pick up Scholarship Brochures on way out
- Thank everyone!