

## Planning your EDies evening

Congratulations!

### *Before the event -*

- Return the completed **Recipient Information Form** before May 9
- and submit a digital headshot before May 9

### *Logistics for the evening -*

- Parking available in hotel garage (\$6).
- Social hour begins at 3:00 p.m.
- Please plan to arrive by 3:30 p.m. and check in at the Recipients' Table.
- The awards ceremony will begin at 4:00 p.m.
- Dinner will be served at approximately 6:00 p.m.
- Award presentations continue after dinner.
- The award ceremony will conclude around 8:00 p.m. Please plan to stay for the entire event.

### *Receiving your award -*

- An EDies ambassador will get you from your table about twenty minutes before your award.
- When you are on deck for your award, you will be waiting in a chair to the side of the stage facing the audience.
- The MC will announce the presenter of your award. The presenter will introduce you and your award. You will then be invited up to the stage to accept your award.
- The stage is elevated. There are steps, without a banister, to go up and down from the stage. There are EDies ambassadors there to guide you up and down the steps.
- Your speech will be timed. There is a light system at the back of the room. The light will be green for 45 seconds, yellow at the ten second warning mark and red when you are over time.
- After your award presentation, an EDies ambassador will guide you to the photographer. An EDies ambassador will also get your family to join you for pictures.

**Well-received speeches** have the following things in common -

- A focus around one key idea
- Thank yous limited to just a few key people
- Stick within the time limit (under one minute)