

NEW HAMPSHIRE EXCELLENCE IN EDUCATION AWARDS

The EDies

17 Depot Street, Suite 3 ❖ Concord, New Hampshire 03301
Tel: 603-228-1231 ❖ Email: info@edies.org ❖ www.edies.org



The Excellence in Education Award Ceremony will be held at the DoubleTree Hilton - Manchester Downtown (formerly Radisson). Parking is available in the garage. **The social hour begins at 3:00 p.m.** and the **award ceremony begins promptly at 4:00 p.m.** Dinner will be served at approximately 6:00 p.m. The presentation of the remaining awards will continue after dinner. Please arrive by 3:30 p.m. to have time to get comfortably settled at your table.

Upon arrival at the hotel, **please check in at the Recipients' Table.** During the presentation of your award, you will receive a beautifully engraved brass bell and the praise and appreciation of all present. You will have the opportunity to address those in attendance. We do ask that you **limit your response to 45 seconds (approximately 75 words).**

There is a link on the EDies website to register for the event or you can download a form and submit it with payment—either check or credit card. You receive two complimentary seats from the organization which has given you your award—one for yourself and one for a guest, however additional seats may be purchased for \$50 each for family, friends, and colleagues.

Again, my sincere congratulations. I am confident that this will be an extraordinary and memorable evening for you. If you have any questions, please telephone me at 603-228-1231 or email: info@edies.org.

Sincerely,

Handwritten signature of Dee Rainville.

Dee Rainville
Operations Manager
info@edies.org
NH Excellence in Education Awards

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Planning Your EDies Experience

Before the event – we will reach out to you if we require anything more than what your association presenting the award has provided.

- Make sure you have submitted your information.
- Submit a digital headshot before April 15th, if you have not already done so.

Logistics for the event – DoubleTree Hilton—Manchester Downtown

- The attire is black tie optional, however it is expected you will have appropriate attire—*this is your opportunity to be the star that you are!*
- 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 area marked “Recipients”.
- 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.
- Photos will happen immediately following your acceptance.

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 you mentions limited to just a few key people
- Stick within the time limit (2-3 minutes)