2013 Bradley Prizes Timeline Revision date: 10-11-12

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|  | June 2012 |  |
| √ | Secure Venue for Ceremony, VIP pre-reception and post-reception gala *(done 6/12/12)* | Nash |
| √ | Reserve Hotel Space *(room block, staff room, meeting rooms) (done 7/18/12)* | Bradley |
| √ | Reserve Symposium Space *(done 7/18/12)* | Schambra/McIntyre |
|  | **September 2012** |  |
| √ | Distribute list of 2012 Nominators to Staff *(Program, External Relations)*  for Review/Additions/ Deletions *(Mike Grebe to have final review before list is updated)* | Bradley |
|  | **October 2012** |  |
|  | Update and Finalize Nomination Form *(target mailing - November 12)* | Bradley |
|  | Write and Finalize Instruction Letter to Nominators *(target mailing - November 12)* | Bradley |
|  | November 2012 |  |
|  | Mail Nomination Form and Instruction Letter – *target mailing is November 12*  *(7 months before event) [last year done December 6]* | Bradley |
|  | Distribute list of 2013 Nominators to Directors inviting additions *(via email)* | Bradley |
|  | Order Bradley Lions before year end to secure pricing  *(6 awards currently held in Watts’ vault)* | Bradley |
|  | January 2013 |  |
|  | Send follow up letter to nominators who have not yet responded – *January 4*  *(last year done January 17)* | Bradley |
|  | Finalize 2013 Bradley Prize Selection Committee members  *(last year done January 17)* | Bradley |
|  | Select Date and Reserve Hotel Space for Selection Committee Meeting  *(room block, meeting room, meals) [meeting date last year was March 26 at Four Seasons]* | Bradley |
|  | Schedule call or meeting with Shirley & Banister | Bradley |
|  | Sign contract with Shirley & Banister *(last year done March 27)* | Bradley |
|  | Secure Master of Ceremonies for awards ceremony | Shirley & Banister |
|  | January 2013 |  |
|  | Distribute Invitation List to Staff (*Program, External Relations)*  for Review/Additions/ Deletions *(Mike Grebe to have final review before list is updated)*  *(does not include congressional or media lists) - target mailing is April 3* | Bradley |
|  | Create Draft Save-the-Date Notice *— target mailing is April 3* | Bradley |
|  | Select and Secure All Vendors for Ceremony | Bradley; Nash |
|  | February 2013 |  |
|  | Cease Collection of Nominations – *deadline is Friday, February 8**(deadline is 2nd Friday in February)* | Bradley |
|  | Analyze List of Nominations and Categorize Candidates | Bradley |
|  | Distribute Streamlined List of Nominations to Selection Committee  *(deadline for response is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) [10 business days before meeting]* | Bradley |
|  | Determine Final Candidates based on Selection Committee Feedback | Bradley |
|  | Finalize Logistics for the Selection Committee Meeting | Bradley |
|  | Request Current Republican Congressional List from Shirley & Banister (*Excel format)*  *[no media list provided last 4 years; fax blasts and email done instead] – mailing is April 3* | Bradley |
|  | Begin Press/Publicity Campaign | Shirley & Banister |
|  | March 2013 |  |
|  | Submit Event Information Order Form to Kennedy Center | Bradley |
|  | Host Selection Committee Meeting and Selection of Recipients  *(meeting date last year was March 26)* | Bradley |
|  | Notify Prize Recipients and Confirm Acceptance | Bradley |
|  | Secure Recipient Bios, Photos, Recommendations for Video Testimonials | Bradley |
|  | Collect and Relay Contact Info for Video Testimonial Participants to Scheduler –  *to be completed by April 5 (videotaping to be completed by April 19)* | Bradley |
|  | Finalize and Distribute Save-the-Date Cards *– mailing is April 3* | Bradley |
|  | Distribute Save-the-Date mailing list to Directors inviting additions *(via email)* | Bradley |
|  | Distribute Save-the-Date Media Advisory to Press | Shirley & Banister |
|  | April 2013 |  |
|  | Confirm Travel Plans for Recipients and their Guests | Bradley |
|  | Confirm Travel Plans for Directors and Staff | Bradley |
|  | Create Draft of Formal Invitation – *mailing is May 3* | Bradley |
|  | Create Draft Ceremony Program – *due to printer by May 22 (3 weeks before event)* | Bradley |
|  | Order Medallions for Prize Recipients | Bradley |
|  | Engrave Bradley Lions for Prize Recipients | Bradley |
|  | Finalize and Distribute Selection Committee Announcement to Press | Shirley & Banister |
|  | Continue Ongoing Press/Publicity Campaign | Shirley & Banister |
|  | May 2013 |  |
| no | Secure White House Function for Day of Event? | Bradley |
|  | Finalize and Distribute Formal Invitation with Recipient Names – *mailing is May 3*  *( RSVP deadline is May 29)* | Bradley |
|  | Finalize and Distribute Press Releases *(winners, MC, entertainer, recap, symposium –*  *press release schedule to be provided by S&B)* | Shirley & Banister |
|  | Finalize Hotel Room Block *(directors, recipients, other VIPs, staff) – deadline is May 10* | Bradley |
|  | Reserve Sedans/Limo Bus for VIPs to/from Event and Hotel | Bradley; Travel Assoc |
|  | Finalize Ceremony Program – *due to printer by May 22 with shipping instructions; shipping June 5 (continued goal of no further changes once file is sent to the printer)* | Bradley |
|  | Write Scripts for All Ceremony Participants? *(all did their own past 2 years)* | Bradley |
|  | Finalize Sedan/Limo Bus List and Staff Assignments | Bradley |
|  | Continue Ongoing Press/Publicity Campaign | Shirley & Banister |
|  | **June 2013** |  |
|  | Finalize Hotel Meeting Rooms, Menu Selections and Counts *(VIP amenities) –*  *guarantee due June 5* | Bradley |
|  | Finalize All Vendor Orders for Ceremony, VIP pre-reception and post-reception gala  *(catering, linen, flowers, music, photographer, etc.) – guarantee due June 7* | Bradley |
|  | Host Bradley Prizes Ceremony –  *Wednesday, June 12* | All |