**Culinary Scholarship Award Event at College Culinary Institute Restaurant Plan Details *(based off of South Florida 2012 event)***

In January, Chapter President appointed selected Board Members to a "Scholarship Awards Event Committee” including:  the President; Programming; Internet Communications; Hospitality; Database Communications; Scholarships; and Student Representative.

The Board and Committee talked about several possible venues (restaurants and hotels) area that may be appropriate site for the Event.

Contact made with some places showed preferred dates not available and/or pricing too high.

Preferred option seemed to be at the Culinary Institute/College Campus

Internet Communications Board/Committee Member volunteered to take lead to contact College and negotiate arrangements for Awards Dinner.

Opted for a date when restaurant was closed to the public. A wonderful Latin-inspired menu at affordable price was negotiated.

Appropriate ticket prices for Event were developed:  In advance -  Member $55; Non-Member $65; at door $70; student with ID $45 (2012 pricing example).  Each Scholarship Recipient was complimentary, along with one guest.

Each Committee Member had an assigned function on-site evening of Event.

At start of evening, the Chef personally welcomed everyone to event and explained menu and dinner.

A welcoming atmosphere and attentive staff.

Later, during Program, the Chef was presented with NEWH (Chapter Name) Silver Star Restaurateur Award.  The Chef had an opportunity to speak about career, previous restaurants, and concept for development of restaurant with the College.

During Cocktail Reception before moving to dining room, the architect and designer for Culinary Institute Building gave presentations with slides and explanation of concept for project.

Following there was a tour of some kitchens and laboratories and public spaces.  Interesting part of the evening for NEWH members and guests.

There were several e-mails from Committee Members to the others passing information about arrangements, draft program, schedule of events, speakers and presentations, etc. Internet Communications Director designed a very nice 20 page Program booklet produced at modest cost.

Event Rundown:

Greetings (YEAR) NEWH Scholarship Recipients!

It's almost time for the NEWH (CHAPTER NAME) Chapter Scholarship Awards Dinner event at (PLACE), (DATE/TIME).

The "Schedule" has Reception beginning at (TIME).  Check-in and Reception are located (ADDRESS DETAILS, INCLUDE PARKING DETAILS).

About (TIME) there will be welcome greetings and remarks and slide show presentation in (LOCATION).

By (TIME) everyone has moved to (EVENT LOCATION/ROOM)

When everyone is seated, (NAMES-CHEF/NEWH BOARD MEMBER/ETC.) will welcome everyone to (PLACE/EVENT).  There is Program book at each place. Dinner service begins.

At about (TIME), (NAME), NEWH (CHAPTER) Chapter President goes to podium and makes remarks and introductions.

(CHAPTER PRESIDENT) calls (SCHOLARSHIP DIRECTOR) to podium and presentation of scholarship ceremony begins. Some remarks.

(SCHOLARSHIP DIRECTOR) requests Scholarship recipients to come forward.  Assemble as group at left side front depending on layout of room.  Please assemble in order of presentation sequence at listed in Program.

   STUDENT NAME (first, nearest podium)

   STUDENT NAME

   STUDENT NAME

   STUDENT NAME (last in line)

Note. Scholarship recipient, (NAMES OF RECIPIENTS THAT CANNOT ATTEND), will not attend.

Remarks by, previous NEWH Scholarship recipient(s) and NEWH Board Member Student Liaison.

(SCHOLARSHIP DIRECTOR) calls each Scholarship recipient to podium individually. (SCHOLARSHIP DIRECTOR) will read award citation on Certificate and present to student Framed Award Certificate.  (CHAPTER PRESIDENT) will present student with Floral Bouquet.

Student goes to microphone at podium and makes brief remarks of about 2 minutes.  Their option what to say.  Some thank you's, promote themselves.  Successes to date.  Career aspirations after graduation.  Plans for future.  Something interesting about student etc.

After remarks, move to assembly area on other side of podium.  Precise location depends on layout of room.  Stay in place until presentations to all Scholarship recipients completed.

Then, group photos will be taken.  After photos taken, return to seats.

Scholarship presentations are followed by other speakers with brief remarks and presentations.  Expect to be done by (TIME)

I look forward to seeing you (DAY) at (EVENT LOCATION).  Please contact me if any questions or you need more information: (YOUR CONTACT INFORMATION)

For information:  Check for amount of your Scholarship Grant award will be sent separately directly to Financial Aid Office, or Development Office at your school depending on instructions they provided. This has to do with non-profit tax status of organization and your school holding your scholarship funds “in-trust” for you to drawn down upon for tuition, books, and supplies.  Funds will be available through your student account. Scholarship Director will send student a copy of the letter to school when it is sent with the NEWH check.