

## SUNYCUAD Awards for Excellence Program

### Rating Sheet

#### 5. SPECIAL EVENTS

Submit entries in one of the following subcategories:

**a. Individual events.** For events organized around special occasions, such as anniversaries, inaugurations, galas, reunions, educational programs, alumni club functions, convocations, special commemorations, building dedications, sports activities, fund-raising dinners, and other institutional and alumni programs;

**b. Yearlong activities.** For multiple special events centered on a theme, such as anniversaries, inaugurations, or fund-raising campaigns. Include full documentation for all activities.

All entries must include a brief abstract (maximum of four pages) outlining a concise description of the program; planning and objectives; audience; resources, including budget and staffing; and well-documented results. Include supporting materials, such as publications and videos, produced for the program.

Criteria	Rating 1-5, with 5 being highest
Creativity/Innovation	
Quality of Presentation	
Success in meeting stated goals and objectives taking into consideration the investment of resources	