

## WCCC OWNERS' PROJECT EXCELLENCE AWARD WINNER CHECKLIST

| Send/Share   | In House | Owner/<br>Stakeholders | Key Partici-<br>pants | Others | Media |
|--|----------|------------------------|-----------------------|--------|-------|
| Invitations  |          |                        |                       |        |       |
| Form to Order Tickets, Sponsorships & Extra Programs   |          |                        |                       |        |       |
| Award Order Forms  |          |                        |                       |        |       |
| Display Ad Order Form  |          |                        |                       |        |       |
| Press Release WCCC / Yours   | /        | /                      | /                     | /      | /     |
| <b>Order</b>   | ✓        |                        |                       |        |       |
| <b>&gt; Additional Awards by Sept. 5th<br/>(extended)</b>  |          |                        |                       |        |       |
| Remember, you, your owner, and the key project participants can order additional personalized awards, whether for a firm, agency, key personnel or participants, other offices, etc. <b>Tell them.</b> |          |                        |                       |        |       |
| <b>Award Luncheon price increases 10/3</b>   |          |                        |                       |        |       |
| <b>No CA Luncheon 10/18 TABLE</b>  |          |                        |                       |        |       |
| <b>No CA Luncheon 10/18 Tickets</b>  |          |                        |                       |        |       |
| <b>Award Banquet price increases 10/8</b>  |          |                        |                       |        |       |
| <b>So CA Banquet 10/24 TABLE</b>   |          |                        |                       |        |       |
| <b>So CA Banquet 10/24 Tickets</b>   |          |                        |                       |        |       |
| Extra Programs   |          |                        |                       |        |       |
| Program Sponsorship w/full-pg Ad<br><i>(only 3 available)</i>  |          |                        |                       |        |       |
| Event Sponsorship  |          |                        |                       |        |       |
| Display Ad in Program  |          |                        |                       |        |       |

**Notes:**