



NEW HAMPSHIRE EXCELLENCE IN EDUCATION

P.O. Box 374

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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 **Recipient Information Form** along with your resume and headshot by April 15, 2023.

Logistics for the event:

- The event is at the DoubleTree by Hilton Manchester Downtown (700 Elm Street, Manchester).
- The attire is black tie optional. However it is expected you will be dressed in appropriate attire. This is your opportunity to be the star that you are!
- Parking is available in hotel garage. Bring your parking voucher to the registration desk to validate for a reduced fee of \$6.
- The social hour begins at 3 p.m.
- Please plan to arrive by 3:30 p.m. and check in at the area marked "Award Winners."
- The awards ceremony will begin at 4 p.m.
- Dinner will be served at approximately 6 p.m.
- Award presentations will continue after dinner.
- The award ceremony will conclude around 8 p.m. Please plan to stay for the entire event.
- Photos will happen immediately following your acceptance.

Receiving your award:

- An EDies ambassador will escort you from your table about 20 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 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 10 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 escort your family/colleagues to join you for pictures.

Tips on your speech:

- Please limit your thank you(s) to a few key people.
- Please stick within the time limit.