**SAMPLE AGENDA FOR EVENT**

Welcoming music (if chosen) playing while guests enter and are seated.

* Welcome, perhaps by chapter president
* *Brief* explanation of DKG
* Introduction of any special guests
* Presentation of Outstanding Educators. Presenter(s) stand at podium, call forward the recipient, then read the information gathered. Give a duplicate copy to the honoree, who then goes down a short line to receive their rose and certificate. They then return to their seat.

Following the awards the recipients come forward for a group picture. Guests are invited to visit the refreshment table.

**SAMPLE HANDOUT TO PARTICIPANTS**



**Outstanding Educators Award Ceremony**

**March 21, 2017 - 4:30 pm**

**Welcoming song- Oliver Jones, Elder of Port Gamble S’Klallam Tribe**

1. **Welcome – Co-President Alpha Sigma Chapter of DKG- Joyce Shultz**
2. **What is DKG?- Co-President Alpha Sigma Chapter of DKG -Carol Linscott**
3. **Special guest- Honorable Mayor Becky Erickson**
4. **Presentation of Outstanding Educator Awards- Joyce Brown, Judy Miller, and Susan Fritts**
5. **Presentation of DKG Alpha Sigma Chapter Scholarship to Shelly Schockley** - **Past Co-President Alpha Sigma Chapter of DKG- Jackie Finckler**

**Outstanding Educator Recipients 2017**

**(All names listed here)**

***\*Following the awards, the recipients are asked to come to the front of the room for a group photo.***

**Please join us for refreshments after the awards**