



# Award Ceremony Checklist Template 2026: Trophy Procurement, Script Coordination & Winner Recognition Management

## Pre-Event Planning & Budgeting

Defining the event scope, establishing the awards budget, and setting the ceremony timeline and key milestones.

**Event Name**

**Event Date**

**Total Allocated Budget**

### Event Scale

- ☐ Intimate (Under 50 guests)
- ☐ Mid-sized (50-200 guests)
- ☐ Large Scale (200+ guests)

### Initial Budget Spreadsheet

 Upload File

### Project Scope Overview

Write something...

## Award Categories & Nominee Management

Finalizing award categories, managing the nomination process, vetting nominees, and verifying winners.

### Award Category Name

Write something...

### Nominee Criteria & Description

Write something...

### Nominee Status

- ☐ Nomination Open
- ☐ Shortlisted
- ☐ Finalist
- ☐ Winner Confirmed

### Nomination Deadline

Enter date...

### Nominee Supporting Documents

 Upload File

### Number of Nominees

Enter a number...

## Trophy & Award Procurement

Sourcing trophies, engraving accuracy checks, managing physical delivery, and organizing award presentation order.

### Award Item Name

Write something...

### Material Type

- ☐ Crystal
- ☐ Glass
- ☐ Wood
- ☐ Metal/Bronze
- ☐ Acrylic

### Engraving Instructions

Write something...

### Procurement Deadline

Enter date...

### Quantity Required

Enter a number...

### Design Reference/Logo

 Upload File

### Quality Control Checks Completed

- ☐ Spelling Verification
- ☐ Surface Scratch Inspection
- ☐ Weight/Balance Check
- ☐ Packaging Integrity

## Scriptwriting & Program Coordination

Drafting the master script, coordinating speaker introductions, and managing teleprompter or printed script distribution.

### Script Finalization Deadline

### Script Walkthrough/Rehearsal Time

### Master Script Draft URL

### Key Script Notes & Speaker Cues

### Script Review Status

- ☐ Drafting
- ☐ In Review
- ☐ Approved
- ☐ Finalized

### Final Script PDF/Document

 **Upload File**

## Winner Recognition & Stage Protocol

Defining winner walking paths, managing backstage announcements, and coordinating photography/videography cues for award recipients.

### Stage Protocol Requirements

- ☐ Live Videography Capture
- ☐ On-Stage Photography
- ☐ Immediate Social Media Live Stream
- ☐ Press Release Documentation

### Winner Presentation Order

Write something...

### Award Presentation Style

- ☐ Presenter + Winner Walk-up
- ☐ Pre-recorded Video Announcement
- ☐ Group Award Presentation

## Winner Bio & Speech Briefs

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## Rehearsal Date

Enter date...

## Stage Cue Start Time

Enter time...

# Venue & Technical Setup

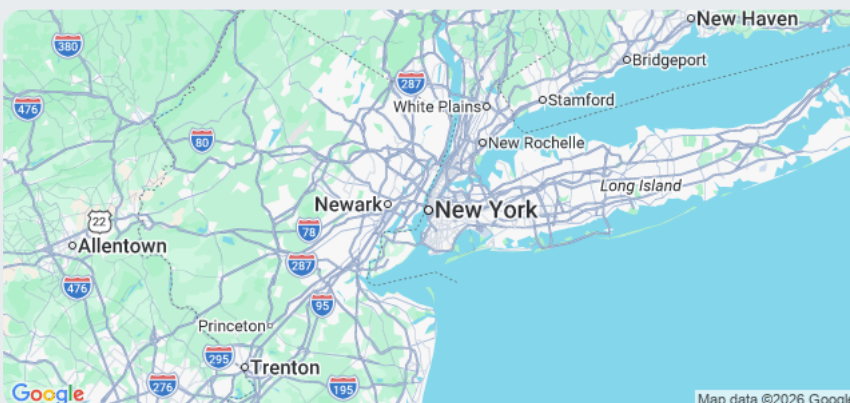
Managing stage lighting, audio reinforcement for speeches, seating arrangements, and AV testing for presentation slides.

## Venue Name

Write something...

## Venue Address

 Set My Current Location



### Setup Date

Enter date...

### Technical Rehearsal Time

Enter time...

### Required AV Equipment

- ☐ Microphones (Lavalier/Handheld)
- ☐ Projector & Screen
- ☐ Stage Lighting Rig
- ☐ Live Streaming Equipment
- ☐ Sound System/PA
- ☐ Teleprompter

### Venue Floor Plan

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### Stage Configuration Type

- ☐ Traditional Proscenium
- ☐ Podium Only
- ☐ Modular/Custom Platform

## Guest List & VIP Management

Managing VIP seating, RSVP tracking, invitation distribution, and special handling for high-profile attendees.

### Total Expected Guest Count

Write something...

### VIP Tier Classification

- ☐ Platinum VIP
- ☐ Gold VIP
- ☐ Sponsor/Partner
- ☐ Press/Media
- ☐ General Attendee

### RSVP Deadline Date

Enter date...

### VIP Dietary & Accessibility Requirements

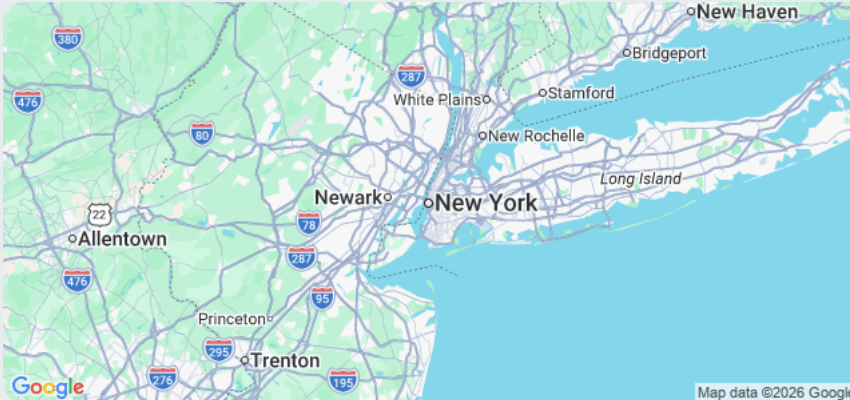
Write something...

### Master Guest List Spreadsheet

 Upload File

## VIP Arrival Point

 [Set My Current Location](#)



## Content & Multimedia Production

Creating nominee highlight videos, managing presentation slide decks, and coordinating background music/fanfares.

### Required Multimedia Assets

- ☐ Nominee Introduction Videos
- ☐ Winner Highlight Reels
- ☐ Award Category Slide Decks
- ☐ Sponsor Recognition Graphics
- ☐ Event Loop Background Visuals

### Content Finalization Deadline

Enter date...

### Video Production Status

Write something...

## Master Presentation Deck

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## Multimedia Technical Requirements

Write something...

## Audio Format Requirement

- ☐ WAV (Lossless)
- ☐ MP3 (Compressed)

# On-Site Event Execution

Managing the live run-of-show, overseeing backstage staff, and ensuring real-time troubleshooting of technical or logistical issues.

## Run-of-Show Lead Coordinator

Write something...

## Doors Open Time

Enter time...

### On-Site Staff Check-in Status

- ☐ Security Team
- ☐ AV/Technical Crew
- ☐ Catering Staff
- ☐ Usher/Guest Relations
- ☐ Backstage Assistants

### Live Stream Status

- ☐ Not Started
- ☐ Testing in Progress
- ☐ Live
- ☐ Completed

### Real-time Incident Log

Write something...

### Final Stage Handover Approval

## Post-Event Wrap-up & Impact Analysis

Sending thank-you notes to winners, archiving event media, and conducting a post-event budget reconciliation and feedback survey.

### Post-Event Review Date

Enter date...

### Final Total Expenditure

Enter a number...

### Key Success Metrics Achieved

- ☐ Budget Adherence
- ☐ Attendee Satisfaction
- ☐ Media Coverage Targets Met
- ☐ Smooth Technical Execution

### Post-Event Lessons Learned

Write something...

### Final Event Financial Report

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### Project Manager Sign-off

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✔ Finish

 **Generate Sample Report**