

Banquet Brochure Committee

Each year an advertising firm creates a Banquet Program, with ads from various firms involved with engineering. The brochure contains a description of each member society, a list of awardees, names of past PEC Presidents, copies of proclamations, and other pertinent information. The brochure is similar to a yearbook that describes the current National Engineer's Week activities. **A member of the council** is appointed by the President to co-ordinate this activity, to update member societies' entries, supply honoree biographies, update the various lists of past Presidents, awardees, etc. and getting the package to the publisher for printing, etc.

Each year the advertising firm that creates the Banquet Brochure sells ads to various firms involved with engineering, which nets a profit for the PEC to support our activities. Therefore, this is a very important activity. We are allowed to include pertinent information into the program such as:

President's Welcome

Banquet Agenda

List of PEC Officers & Committee Chairs

Biographic Sketch and Photo of each Engineer of the Year Award Nominee

Biographic Sketch and Photo of each Doug Ensor Award Nominee

List of Past Engineers of the Year Award recipients

List of Past Doug Ensor Award recipients

List of Past PEC Presidents

A short "Annual Report for the PEC" which describes its activities

A Society Page for each member society consisting of less than ½ a page description of the societies activities, including a local point of contact. The Society Pages are provided or at least approved each year by the society's PEC delegate. The society pages should be arranged in alphabetic order

Full page narrative and photo for the Engineer of the Year

Half page narrative and photo for the Guest Speaker

Half page narrative and photo for the Doug Ensor Award Winner

Membership list of the PEC including all classes of membership

Other information or National Engineers Week news.

List of Responsibilities:

Obtain write-ups from societies for inclusion in the brochure (Usually just an update of the previous year's)

Obtain photograph and biographies for the speaker, EOY, DEA and nominees

Coordinate printing of the brochure

Distribute brochure at the banquet

Typical schedule:

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| September to October: | Initial contact with brochure vendor. Discuss dates required for input and the fee the PEC will receive. |
| October to November: | Request that all societies update their write-ups from last year's brochure. This task should be completed by the end of December. |
| November to December: | Notify the PEC President to provide the President's write-up for the program. This task should be completed by the end of January if possible. |
| January | The write-ups for the guest speaker, the EOY, DEA and each nominee must be completed by the end of January. The nominating society may provide the write-ups for the Engineer of the Year and pictures of all nominees, the Engineer of the Year and the keynote speaker material shall be obtained by the end of January. |
| Late January or early February | All banquet program information should be mailed or hand delivered to the program vendor. |
| February | A rough draft of the finished banquet brochure should be obtained for final review prior to printing. |

Banquet Brochure Committee (Cont'd)

Helpful information

Putting together the PEC Banquet Program handout is a fairly straightforward process that essentially involves collecting materials and delivering them to a typesetter. The process is outlined as follows:

1. Obtain all computer files and from previous years program. (See Ops Manual CD)
2. Distribute the previous years society write-ups to current member societies for update. This should be done early in the year so that the updated versions can also be used in the PEC web page.
3. Contact program sales representative to establish a deadline for program materials. The sales representative is responsible for selling advertisement space, typesetting the program and printing it. ('03-'04 this was done by Mr. Bob Darling, (804) 343-1635, ALPine999@aol.com)
4. Coordinate with person responsible for collecting the City/County Proclamations to ensure their availability by program deadline. ('03-'04 this was done by Mr. Dan West, ardan@rcn.com)
5. Obtain from PEC President:
 - a. President's Welcome address.
 - b. PEC Officers and Committees list.
 - c. PEC Member Societies list.
 - d. PEC description update.
6. Obtain from Engineer of the Year Award (EOY) Committee:
 - a. Photo and bio of EOY winner.
 - b. Abbreviated bio of nominees.
7. Obtain from Doug Ensor Award (DEA) Committee:
 - a. Photo and bio of DEA winner.
 - b. Abbreviated bio of nominees.
8. Obtain photo and bio of featured banquet speaker, and the subject of his/her talk.
9. Compile and edit write-ups as required and provide to sales representative by deadline.
Send to: _____
10. Collect printed programs and sales receipts check from sales representative before banquet.