



# CONFERENCE CHECKLIST

2022-2023 SEASON

# THINGS TO-DO

Name \_\_\_\_\_

Date \_\_\_\_\_

## Summer

- June/July Submit Awards Orders for 2022-23**
  - Inform Levy Team of Changes to Awards Program
- June/July Begin Student Athlete Gift Selection Process**
  - Choose Gift Offering by End of July
- Order Branded Swag for Fall Sports**
  - Apparel
  - Giveaways
  - Lapel Pins
  - Sponsor Gifts
  - Specialty Awards

## Notes

## Additional Tasks

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# THINGS TO-DO

Name \_\_\_\_\_

Date \_\_\_\_\_

Fall

- Send Championship Event Dates**

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  - Provide Host Location Contact/E-mail/Phone
  - Provide Event Shipping Info
- Review and Confirm Order Acknowledgments**

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  - Approve Order Art
- Order Branded Swag for Winter Sports**

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  - Apparel
  - Giveaways
  - Lapel Pins
  - Sponsor Gifts
  - Specialty Awards
- Send Recipients for Post Season Awards as Championships Conclude**

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Notes

Additional Tasks

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- \_\_\_\_\_
- \_\_\_\_\_

# THINGS TO-DO

Name \_\_\_\_\_

Date \_\_\_\_\_

## Winter

- Send Championship Event Dates**

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  - Provide Host Location Contact/E-mail/Phone
  - Provide Event Shipping Info
- Order Branded Swag for Spring Sports**

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  - Apparel
  - Giveaways
  - Lapel Pins
  - Sponsor Gifts
  - Specialty Awards
- Review and confirm order acknowledgments**

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  - Approve Order Art
- Send Recipients for Post Season Awards as Championships Conclude**

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- Place End of Year Awards order by End of March**

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- Awards Redesign for 2023-24? Start the Process!**

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## Notes

## Additional Tasks

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# THINGS TO-DO

Name \_\_\_\_\_

Date \_\_\_\_\_

## Spring

- Send Recipients for Post Season Awards as Championships Conclude
- Send Recipients for End of Year Awards
- Review and Confirm Order Acknowledgments
  - Approve Order Art
- Prepare for 2023-24 Season
  - Gift Suite
  - Student-Athlete Gifts
  - Award Changes
    - Adding a Sport
    - New Awards

## Notes

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## Additional Tasks

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