



Volunteer awards checklist

This resource has been compiled to help Partner organisations and groups know what to consider when organising a volunteer recognition event.

At Act Belong Commit we recognise the importance of volunteers, often the heart and soul of community groups and not-for-profit organisations. Hosting an event to highlight your amazing volunteers is a great way to acknowledge the wonderful people who are making a positive impact and contribution to your community.

Volunteer recognition is important in helping to retain valuable volunteers because when volunteers feel appreciated, they are more likely to feel connected to your organisation/group and stay engaged longer.

- Organise an Event Committee (if possible) and establish clear roles and responsibilities.
- Do your homework. Have a look at other similar events to consolidate your ideas.
- Establish a clear purpose and objectives to ensure everyone is on the same page.
- Set a realistic budget. Consider all the little things.
- Identify an appropriate day/time for your target audience/demographic.
- Find a suitable venue at a suitable price.
 - Toilets, parking, accessibility, hire inclusions and exclusions.

Awards criteria, nominations and selection

- Awards criteria.
- Nomination forms.
- Appoint selection panellist.
- Voting guidelines, including conflict of interest processes.
- Conduct voting.
- Trophies, certificates, prizes, gifts.

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Administration

- Invitations. Select and confirm dress code.
- Master of Ceremony selection.
- Special guests.
- Running sheet and speeches.
- Seating plan. Special guest/VIP allocation.
- Slide show presentation (Award nominee and winners photos/bio).
- Event program.
- Event promotion.
- Ticket sales.
- Support staff/volunteers.
- Award sponsors.

Equipment

- Theme/table decorations.
- PA system and microphone.
- Red carpet.
- Sponsor board or banner.
- Cleaning equipment.
- Table placing board.
- Sign in desk and name tags.
- Venue signage/directional signage outside.

Other event requirements

- Set up and pack up times identified.
- Set up and pack up support.
- Photographer.
- Security.
- Catering - food and drink.
- Responsible Service of Alcohol.
- Occasional Liquor Licence.
- Other entertainment.