



## **GRAND & HONOR AWARDEES** **IMPORTANT DETAILS**

- **Rehearsal** for the awards program will take place **at 2:00 p.m. on Tuesday, June 13<sup>th</sup>**. **Formal photographs** of the award winners **will follow at 3:15 p.m.** Please make sure appropriate representatives of your firm and client are available for the rehearsal, formal photographs, and award presentation at the Gala.
- Due to time constraints, we request that **no more than three (3) representatives from your firm and client accept the award on stage during the actual awards presentation.** However, up to four (4) *individuals may take part in the formal photographs.* **Please forward all names no later than Friday, May 5<sup>th</sup>.**
- Please forward as soon as possible **up to three (3) names, (including phonetic pronunciations), along with the title and organization for each representative from your firm and/or client of the** who will be **accepting the award on stage during the actual awards Gala presentation.**
- Small edits are allowed to the Gala Script that will be reviewed with the winners at the rehearsal. **The Rehearsal will be the last opportunity to alter any aspect of the Gala presentation.**
- Please be sure all firm and client representatives accepting the awards are present at the rehearsal. We will be making final adjustment to take names of your team and client going on stage at the rehearsal.  
There can be **NO CHANGES to on-stage attendees after the rehearsal.**
- Please **[click here](#)** for EEA Gala Registration. All Gala seating will be pre-assigned by ACEC.

# **SCHEDULE & LOCATION**

**TUESDAY, June 13, 2023**

## **CABINET ROOM**

(Declaration Level, 1B)

**2:00 pm – 3:15 pm** Rehearsal of Award Ceremony

**3:15 pm – 4:00 pm** Formal Photographs

## **CONSTITUTION LEVEL**

**4:00 pm – 6:00 pm** Red Carpet Interview

## **INDEPENDENCE BALLROOM**

(Independence Level, 5B)

**6:00 pm** EEA Reception

**7:00 pm** Greetings and Introductions

**7:05 pm** Presentation of the Colors

The National Anthem

**7:10 pm** Acknowledgement of Sponsors

**7:15 pm** National Recognition Awards Tribune

**7:30 pm** Dinner

**8:40 pm** Top Awards Program

## **CONSTITUTION ROOM**

(Constitution Level, 3B)

**10:00 pm** After Party  
Constitution Room A & B