

London Diversity, Race Relations and Inclusivity Award – Project Plan - 2016

What	When	Who
Revisit communications plan from previous year and establish revised plan	March	Meagan, Aidan, LDRRAC A&R Sub-Committee
Confirm date Award will be presented by Council		Aidan, Jackie
Confirm how recipients will be honoured (plaque, reception, calendar)	April	Aidan, Jackie, LDRRAC A&R Sub-Committee
Marketing to solicit nominations	May – September	Meagan, Aidan, LDRRAC A&R Sub-Committee
Review/revise fact sheet for Council members	May	Aidan, LDRRAC A&R Sub-Committee
Provide Council members with updated fact sheet and encourage support for marketing	May	Jackie
Book City Hall Committee Rooms 1&2 for reception	May	Jackie
Secure Mayor's schedule for reception and invite members of Council	May	Jackie
Receive nominations	April-September 30	Jackie
Develop letter to nominees (acknowledges nomination, outlines process and advises to hold date for reception/presentation)	summer	Aidan
Review and potentially revise letters sent to recipients and nominees not selected	summer	Aidan, Jackie, LDRRAC A&R Sub-Committee
Make initial arrangements for reception catering	Summer	LDRRAC A&R Sub-Committee
Prepare draft of reception program	Summer	Aidan
Provide nominations to LDRRAC A&R Sub-Committee	As received, and by October 1	Jackie
Send letter to nominees (acknowledges nomination, outlines process and advises to hold date for reception/presentation)	As received, and by October 1	Jackie
Review nominations, contact nominees for additional information as required, select proposed recipients for recommendation to full LDRRAC	As received and by October 12	LDRRAC A&R Sub-Committee, with assistance for outreach by other LDRRAC members as required
Review recipients proposed by Awards and Recognition Sub-Committee, vote and establish recommendation to CAPS	October 20 LDRRAC meeting	LDRRAC
Review LDRRAC recommended recipients and vote to establish recommendation to Council	November 15 CAPS meeting	CAPS
Review LDRRAC recommended recipients and vote to confirm recipients	November 22 Council meeting	Council
Prepare and send letters to recipients and nominees not selected (calendars?)	November 23	Jackie

Contact recipients by telephone/e-mail to advise of status and arrange for presence at Council meeting and reception	November 23	Aidan
Media release to announce recipients and invite media to reception/Council meeting	November 23	Meagan
Order plaques	November 23	Jackie
Finalize catering	November 25	LDRRAC A&R Sub-Committee
Receive reception RSVPs	By Dec 6	Jackie
Prepare reception name tags	By Dec 6	Jackie
Develop final reception program	By Dec 6	Aidan
Host reception/ present award to recipients	December 6 Council meeting	Council, LDRRAC, Aidan, Jackie
Update list of recipients on LDRRI Award page on London.ca	December 7	Jackie
Update internal inventory list of nominees/recipients	January	Jackie
Conduct debrief of process, project plan, by-law and nomination form	January	Aidan, LDRRAC A&R Sub-Committee, Jackie