

Event Planning Guidelines for Grant Check Presentation

TWC will:

- Prepare a ceremonial 2' by 4' check for presentation and overnight it to you by at least a few days ahead of the event.
- Have a Commissioner (or if substitute at the last minute, a representative of TWC) at the appointed place to make remarks, present the check, etc.
- Provide the bio for the commissioner, a sample invitation and sample agenda from another presentation, to help in your preparation.
- Invite the state senators and representatives appropriate to the event based on the zip codes you provide us on the Grant Presentation Form.
- Prepare and distribute a media advisory to local media outlets two days before the event.
- Send out a press release the day of the presentation using a 300 dpi photo you provide us from the event. (See photo guidelines)

We ask the college to:

- Coordinate date, time and venue for the event with officials from the college, the employer partner and other appropriate local officials.
- Fill out the Grant Presentation Form and return it to TWC as soon as possible.
- Develop a simple invitation and e-mail a copy to TWC as soon as possible so it can be sent to appropriate state senators and representatives.
- Obtain a venue such as an auditorium or conference room. If the presentation will be made during an event, we need those details. Please make sure you have an easel for the big check and a thick marker for the Commissioner's signature on the check.
- Invite your grant partners, local dignitaries, civic and business leaders, faculty, students, chamber of commerce, as well as your own president/executive director. The more the merrier.
- Develop a simple agenda and forward it to TWC for inclusion in Commissioner's information packet. (Please note that TWC occasionally receives late word that a legislator wishes to participate in the event. If that happens TWC will notify you and ask that you make a change to the agenda).
- When you receive the large check, open and inspect it and immediately call TWC Contact to confirm you received the check.
- Have your communications department contact local media at least one day prior to the event. This is more effective than us calling from Austin, but if you need help with this, notify TWC contact and we can make some calls.