**Special Event Program**

The Special Event award is designed to recognize a **one-time** activity or a single on-going activity such as a holiday-specific open house or a fundraiser held sometime between May 2023 and May 2024. The award is granted based on program design and its ability to engage residents.

Instructions for Submission

1. Save an electronic copy of this completed submission form and email to [*doran.hutchinson@vhca.org*](mailto:doran.hutchinson@vhca.org) **and**
2. Print a copy of this submission form to include with your scrapbooks, loose leaf binders, or photo album entries (please limit to 24 pages front and back).

Facility Name Click here to enter text.

Facility Address Click here to enter text.

Telephone Click here to enter text.

Email Click here to enter text.

Submitted By Click here to enter text.

Job Title Click here to enter text.

1. Describe your special event program. Include details on:

* Who was involved in the planning, implementation, and evaluation?
* Describe the preparations, scheduling decisions, and manpower requirements for the program.

Click here to enter text.

2. How did this special program draw residents closer together?

Click here to enter text.

Deadline for submission forms and related materials **has been extended to June 28, 2024** to:

**Doran Hutchinson**

Vice President of Member Services and Education

VHCA-VCAL

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