

2025 YCNF Subcommittees

Event Chair/Co-Chair: The event chair and co chair will work together to develop the slide show for the event. They will also write a script for the master of ceremonies and provide suggestions for keynote speaker and MC. The chair/co-chair will assess potential venues in terms of their available dates, costs, guest capacities and audio/visual capabilities. They will work to finalize contracts and will serve as points of contact for venue personnel. Committee members will learn how to use the registration function of the website. This group will also work to determine seating arrangements.

Fundraising: This committee is responsible for establishing a budget and obtaining funds needed for the Gala. Members will work with the lead of the Fundraising committee in reaching out to potential sponsors through the use of marketing material and a template letter. Members may be required to pick up checks from sponsors and to explain the payment process for a 501c3 sponsored event to them.

Marketing/Printing/Public Relations: Members will work in conjunction with the design team in updating portions of the webpage. They will attend all required educational sessions and assist with creating the Gala program. This work will cover all aspects of the program including nominees, sponsorships and historical information. Members will coordinate with the nominations committee and a print company by providing names and categories of nominees for production of certificates. They will also coordinate with the fundraising committee and help create sponsorship boards and other printing material. The lead of this committee will have access to all social media accounts and members of the group will work together to maintain these pages by posting weekly stories, reels, posts and calendar events. This committee will use marketing material in reaching out to TV/radio stations in setting up interviews. This group will be in charge of connecting with organizations which may be interested in submitting nominations and/or attending event.

Nominations/Gifts/Awards: This committee will work with the nomination lead to come up with criteria for the awards and scoring rubrics. The lead will work directly with the YCNF website on collecting the nominations and will manage the voting process on this page. The group will ensure that the nominations are blind and will obtain volunteer applications for reviewers. The lead of the Nominations committee will submit the names of the nominees and work with a printing company on the creation of certificates. This committee is responsible for arranging for the nominees gifts. These gifts will include a specially designed pin and another gift if the budget allows. Members will also be responsible for obtaining plaques and gifts for the separate category winners and the Nurse of the Year.

Entertainment/Photography/Decorations: This committee will coordinate a plan for all entertainment for the event. This may include a DJ for music and any special performances. This committee will also arrange for photos of the winners and snapshots of the event. Additional potential photography options may include a photo booth and other set ups. This committee will work together to decide on the decorations for the event room. These may include centerpieces for tables and floor displays. These members will help in the dissemination of leftover display items.