

Checklist for Gracies Honorees 2017



| ACTION | DEADLINE |
|---|---|
| <p>Who is the main POINT OF CONTACT for each winning entry? Email gracies@allwomeninmedia.org by March 24</p> | <p>March 24</p> |
| <p>Are there any corrections to the COMPANY NAME? This information will be in the press release, award statue and printed program. Email gracies@allwomeninmedia.org by March 24</p> | <p>March 24</p> |
| <p>Are there any corrections to the ENTRY NAME? This information will be in the press release, award statue and printed program. Email gracies@allwomeninmedia.org by March 24</p> | <p>March 24</p> |
| <p>Review and add/edit your AWARD RECOGNITION (credits). This information will be listed in the printed program. Log in to your entry account at thegracies.acclaimworks.com.</p> | <p>April 19</p> |
| <p>Gala Honorees Only: Reserve your COMPLIMENTARY TICKET to the Gala. Click here for instructions on reserving your complimentary ticket Promo Code: HONOREEGALA17</p> | <p>April 28</p> |
| <p>Gala Honorees Only: Please submit a 30 second EDITED CLIP. Email clip to gracies@allwomeninmedia.org by April 28. Click here for clip specifications.</p> | <p>April 28</p> |
| <p>Gala Honorees Only: Reserve a HOTEL room. Beverly Wilshire, A Four Seasons Hotel; e-mail reservations.rbw@fourseasons.com or call 800.421.4354 and reference Gracies Gala for a discounted rate.</p> | <p>May 8</p> |
| <p>Luncheon Honorees Only: Reserve your COMPLIMENTARY TICKET to the Luncheon. Click here for instructions on reserving your complimentary ticket Promo Code: HONOREELUNCHEON17</p> | <p>May 19</p> |
| <p>Purchase additional TICKETS for friends, family and colleagues to attend The Gracies. Gala Tickets: http://allwomeninmedia.org/gracies/gracies-gala/ Luncheon Tickets: http://allwomeninmedia.org/gracies/gracies-luncheon/</p> | <p>Gala: June 2 Luncheon: June 23</p> |
| <p>Luncheon Honorees Only: Reserve a HOTEL room. Grand Hyatt New York; Call 1.888.421.1442 or reserve online https://aws.passkey.com/go/AWM2017 for a discounted rate.</p> | <p>June 5</p> |
| <p>Order additional Gracies STATUES. Click here to purchase duplicate statues; order by July 7.</p> | <p>July 7</p> |