Induction Ceremony Checklist

Preplanning

☐ Identify volunteers to serve on the Induction Committee to coordinate this event.
   o Assign committee members with responsibilities, including greeting, setup and tear-down, developing a program, finding a speaker, etc.

☐ Determine the induction date and time.

☐ Secure the location 12-18 months prior to the induction date.

☐ Determine needs for induction, including:
   o Computer, Internet, audiovisual, stage, and microphone needs
   o Invitations
   o Special guest list
   o Theme or decorations table, menu, refreshments, etc.

Planning

☐ 4-6 months prior to induction
   o Verify room confirmation.
   o Confirm speaker, finalize refreshments, and any additional activities.
   o Determine a ceremony fee.
   o Compile a list of eligible candidates.
   o Have Governance Committee and Board of Directors approve list.

☐ 8-12 weeks prior to induction
   o Send invitations to special guests and inductees for the induction ceremony.

☐ 6-8 weeks prior to induction
   o Send email reminder messages to candidates who have not accepted the invitation.
   o Schedule a walk-through of the ceremony location if possible to determine the final ceremony layout.
   o Ensure that the developing honor society has the following induction supplies.
     • Honor cords if the developing honor society is providing them to students. Order them now if not.
     • Special gifts for inductees if applicable. Order them now if not.
     • Developing Honor Society program
     • Developing Honor Society induction PowerPoint presentation and script
   o Send reminders to special guests, school deans, area chief nursing officers, and nurse recruiters.
   o Send a “save the date” card for the induction to developing honor society members, and post the event on the developing honor society’s calendar on your website and social media.
   o Confirm the induction speaker, if applicable.
   o Begin laying out the induction program.

☐ 4-5 weeks prior to induction
   o Make personal contacts to unresponsive candidates to ensure that they received their invitations.
   o If the induction is occurring on campus, post the event on the campus calendar.
Induction Ceremony Checklist (continued)

☐ 2-4 weeks prior to induction
  ○ Continue to make personal contacts to unresponsive candidates to ensure that they received their invitations, and encourage them to accept their invitations in time for induction.
    • Coordinate and orient volunteers for the induction ceremony. These include greeters, presenters, and the Welcoming Committee.

☐ 2-3 weeks prior to induction
  ○ Host a preinduction orientation for inductees to go over the program, dress code, location, etc.
  ○ Finalize the ceremony program with inductees’ names.
  ○ Complete a press release recognizing the developing honor society’s new inductees.

☐ 1-2 weeks prior to induction
  ○ Print the programs, and organize the materials based on developing honor society need and the induction program.

Induction

☐ Have volunteers arrive one hour before the event to set up. If extensive setup is necessary, you may request that volunteers arrive earlier.
☐ Check video, microphones, speakers, computers, and Internet access. This will ensure that you have enough time to call for assistance if needed before guests arrive.
☐ Select a space near the entrance where developing honor society members and the Welcoming Committee can greet guests and dignitaries and assist inductees as needed.
☐ Begin and end the event on time. Use the event timeline to stay on track.
☐ Have fun!

Follow-Up

☐ Host an orientation for inductees.
☐ Survey inductees regarding their induction experience.
☐ Assess the induction experience within the Induction Committee and review the new members’ survey results.
☐ Send thank you notes to special guests and dignitaries.
☐ Send the welcome letter with the next honor society meeting date or new member orientation meeting date, and a volunteer form from the developing honor society and board members.