

# 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
  - o 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
  - o Host a preinduction orientation for inductees to go over the program, dress code, location, etc.
  - o Finalize the ceremony program with inductees' names.
  - o Complete a press release recognizing the developing honor society's new inductees.
- 1-2 weeks prior to induction
  - o 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.