

## Checklist for Gracies Honorees 2017



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