**Special Event Program**

The Special Event award is designed to recognize a **one-time** activity or a single on-going activity such as a holiday-specific open house or a fundraiser held sometime between May 2024 and May 2025. The award is granted based on program design and its ability to engage residents.

Instructions for Submission

* Save and print an electronic copy of this completed submission form and include with your scrapbooks, loose leaf binders, or photo album entries (please limit to 24 pages front and back).

Facility Name Click here to enter text.

Facility Address Click here to enter text.

Telephone Click here to enter text.

Email Click here to enter text.

Submitted By Click here to enter text.

Job Title Click here to enter text.

1. Describe your special event program. Include details on:

* Who was involved in the planning, implementation, and evaluation?  
    
  Click here to enter text.
* Describe the preparations, scheduling decisions, and manpower requirements for the program.

Click here to enter text.

2. Describe how this event had a positive impact on residents, staff, and community.

Click here to enter text.

Deadline for submission forms and related materials is **June 27, 2025** to:

**Doran Hutchinson**

Vice President of Member Services and Education

VHCA-VCAL

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