

AHOF Timeline for Selection and Induction of Candidates for 2024

1. January

- a. Organizational meeting
- b. Welcome new committee members
- c. Review 2023 Induction Ceremony
- d. Discussion regarding subcommittees and categories
- e. **Deadline for new nominations 01/31/24**

2. February

- a. Finalize subcommittee assignments
- b. Finalize categories
- c. Update binders
- d. Review new nominations
- e. Initial subcommittee discussions

3. March

- a. Continue review of new nominations
- b. Finalize ratings criteria for subcommittee work
- c. **Deadline to submit selections to subcommittee chair 03/20/24**
- d. **Deadline to submit selections to committee chair 03/25/24**

4. April

- a. Highest ranking nominees from each subcommittee presented to full committee
- b. Detailed discussion/review of each nominee advanced from the subcommittee
- c. Final review of voting procedures for May

5. May

- a. Full committee vote on highest ranking nominees from each subcommittee
- b. **Slate of nominees presented to the School Board for information**

6. June

- a. **Slate of nominees submitted for approval by the School Board**
- b. Communication with approved nominees AFTER SB Vote for approval
- c. Collection of materials for plaques/slideshow/invitations
- d. Chair/Board Clerk to meet with Communications to begin planning ceremony
- e. Note: Committee will determine if a June meeting is necessary

7. July

- a. No committee meeting
- b. Preparation for induction ceremony continues
- c. Formal invites sent out to nominees/guests

8. August

- a. Zoom committee meeting
- b. Chair/Board Clerk/Staff Liaison meet with Communications

9. September

- a. Final preparation for Induction Ceremony
- b. Review "run of show" for ceremony
- c. Committee member assignments for ceremony

10. October

- a. Dry run of ceremony at monthly committee meeting
- b. **AHOF Induction Ceremony - 10/12/24**