




GRAND & HONOR AWARDEES IMPORTANT DETAILS

 **Action Required by Friday, March 20** — [Click Here](#) to submit your firm & client representative information

- **Up to 5 representatives** may take part in the formal photos
- **Up to 4 representatives** may accept awards on stage during the Gala

Gala Attendance

- [Register here](#) – Gala seating is pre-assigned by ACEC
- [Gala Details Information](#)
- **Table number information** will be available at the **Declaration Level** prior to the Gala

Rehearsal & Photos

- Rehearsal: **Tuesday, May 5 at 2:45 - 3:15 PM**
- Formal photos: **3:15 - 4:00 PM**
- Rehearsal is the **final opportunity** to review the Gala script and adjust on-stage representatives. **No changes are allowed after rehearsal**
- Please ensure appropriate representatives of your firm and client are available dressed for the rehearsal, formal photographs, and award presentation at the Gala

Red Carpet Interviews

- Held from: **4:00-6:00 PM**
- If participating, please plan accordingly to ensure you do not miss your scheduled photo session

Tuxedo Rental

- Rent through [M. Stein & Co.](#): (202) 659-1434 / (301) 703-9422
- Mention **"ACEC Group"** for special rates
 - **Order by April 5:** \$140/\$155 *with shoes*
 - **After April 5:** \$170/\$200 *with shoes*
- Pick-up & drop-off at hotel concierge

SCHEDULE & LOCATION

TUESDAY, MAY 5

DECLARATION ROOM

(Declaration Level, 1B)

2:45–3:15 PM

Rehearsal of Award Ceremony

3:15–4:00 PM

Formal Photographs

DECLARATION LEVEL

4:00–6:00 PM

Red Carpet Interviews

INDEPENDENCE BALLROOM

(Independence Level, 5B)

6:00 PM

EEA Reception

7:00 PM

Greetings and Introductions

7:05 PM

Presentation of the Colors

The National Anthem

7:10 PM

Acknowledgement of Sponsors & Award of Merit

7:15 PM

National Recognition Awards Tribute

7:30 PM

Dinner

8:30 PM

EEA Top Awards Program

CONSTITUTION ROOM

(Constitution Level, 3B)

10:00 PM

After-Party

Constitution Room A & B