

2004 Excellence in Federal Government Awards Luncheon Information



- Event:** 48th Annual Excellence in Federal Government Awards Luncheon
- Date:** Tuesday, June 8, 2004
- Place:** Sheraton Waikiki Hotel, Hawaii Ballroom
- Theme:** “The Fire in the Star – Excellence in Federal Government”
- Schedule of Events:** 10:45 a.m. - Hawaii Ballroom doors open (Be seated by 11:25 a.m.)
11:00 a.m. - No-Host Cocktails and Agency Exhibits
11:30 a.m. - Opening Ceremonies and Introductions
11:50 a.m. - Luncheon
12:30 p.m. - Entertainment and/or Speaker
12:45 p.m. - Introduction of Nominees and Announcement of Winners
- Program:** Arrangements are still being finalized. To date the FEB has confirmed the following:
- Master of Ceremonies: Dan Cooke, Krater 96 Radio
- Entertainment: Kunia Joint Service Choir, FSDO Serenade, and Ed “Chevy” Corey from Beethoven’s Nightmare”
- Cost:** \$26 (includes tax and tip). Make checks payable to the Federal Executive Board. Agencies/commands may use a Government Purchase Card (GPC) to purchase tickets. If purchasing tickets by GPC, please complete the attached form and fax to the FEB at 541-3429 for processing.
- Menu:** Chinese Chicken Salad
Beef Broccoli
Chicken Cashew
Chef’s Choice of Noodles
Sorbet
Coffee and Tea
- A vegetarian meal is available. Please call (541-2637) or email (gareese@hpfeb.org) for the vegetarian menu.
- Parking:** Available at the following rates with validation:
- Sheraton Waikiki Hotel: \$3 per car for 12 hours
\$6 valet parking for 12 hours*
- Royal Hawaiian Shopping Center: \$6 per car for 6 hours
\$8 per car for 8 hours

Parking tickets will be validated in the foyer at the top of the escalator.

*Valet parking is extremely limited. The hotel has only 40 valet stalls. First come, first serve; so please arrive early if you want to use valet parking.

**Ticket
Sales:**

Tickets will be distributed to coordinators in March. If you need additional tickets, please call or email the FEB. Deadline for ticket sales is **May 12**. Have your payment and unsold tickets ready for collection on **May 13 or 14**. Call the FEB at 541-2637 by **May 12** to make arrangements for payment. Do not mail cash/checks to the FEB.

Seating:

A seating chart with the table numbers assigned to the agency/command will be faxed or emailed by **May 25**. Seating is arranged by tables of 10 people. It may be necessary to assign more than one agency to a table. It is the coordinator's responsibility to arrange seating at their tables and to notify employees of the table number where they are seated.

Ticket coordinators do not need to attend the luncheon; however, coordinators from large agencies should be at the ballroom from 10:45 a.m. to 11:30 a.m. on **June 8** to handle any ticket/seating problems involving their employees. A table for ticket coordinators will be located in the foyer of the Hawaii Ballroom. Please fax 541-3429 or email gareese@hpfeb.org by **June 3** a copy of your seating arrangements including the names of people attending and their table numbers.

Buses:

Buses are not allowed to park at the hotel. However, you must notify the FEB by **May 26** if your agency/command will be bringing a bus so that arrangements can be made for the buses to drop off and pick up passengers.

**GAO
Decision:**

GAO decision #B-236040 of October 9, 1990, ruled that fees charged in connection with the attendance of nominees, award recipients and supervisors at award ceremonies falls within the scope of the Incentive Awards Act; and agencies may reimburse from their operating appropriations those employees who attend the ceremony for the cost of attendance. A copy of the Comptroller General's decision was provided with the award guidelines.

**Additional
Info:**

If you have any questions about the awards luncheon or tickets, please call the FEB at 541-2637 or email gareese@hpfeb.org.

Attachment

REQUEST TO PURCHASE TICKETS
USING GOVERNMENT PURCHASE CARD

Agency:

Name of Person Requesting Tickets:

Telephone Number of Requester:

Number of Tickets Purchasing:

Type of GPC: Mastercard VISA

Credit Card Number:

Expiration Date:

Name of Card Holder:

Signature of Card Holder:

Telephone Number of Card Holder:

Fax Number of Card Holder:

After the GPC is processed, the receipt will be faxed to the credit card holder.

If your agency/command cannot fax credit card numbers due to security concerns, complete this form without the credit card number, have the card holder sign, and fax the form to the FEB. The FEB staff will call the card holder for the credit card number.

If you have any questions, please call (541-2637) or email gareese@hpfeb.org.