

## **I Cannot Attend the Gold Medal Ceremony and Events**

### ***If I am NOT attending the Ceremony in Washington, DC, do I have to send in my RSVP form and Biography?***

**YES.** We ask that you complete your RSVP Form ([online webform](#)), even if you are not planning on attending the Ceremony in Washington, DC. We also request information from you regarding your choice of presentation if you cannot attend, your t-shirt size and your contact information. The Gold Medal Biographies appear in the Program Book, allowing an opportunity for all Gold Medalists to share their accomplishments in earning the Congressional Award. The Program Book is shared with Congressional Offices and all Gold Medalists. If we do not receive your biography, it will not be included in the 2015 Gold Medal Program Book. If we do not hear from you by the due date (May 1) we make attempts to confirm your attendance – this takes resources away from the ceremony as well as planning local presentations. Please be considerate and RSVP on time.

### ***If I request a LOCAL presentation, what can I expect?***

Following the Gold Medal Ceremony, if you have not already had your local presentation, we will notify your local Congressional Office regarding your Award. Local presentations most often occur in local Congressional District Offices, allowing families and Medalists an opportunity for an intimate meeting with their Member of Congress. In July, you will receive Gold Materials from the National Office, including your Gold 2015 T-shirt and Program Book. If you have questions about your local presentation, please contact us. If you move or change your contact information before your presentation is scheduled, please let us know.

### ***If I request my medal to be MAILED to me, what can I expect?***

We will send your Gold Medal Packet, including your Gold Medal and any of your lower levels, your Gold T-Shirt and copies of the Gold 2015 Program Book in July. If you move, we request that you update your contact information with us. If you decide that you would actually like a local presentation, please let us know.

### ***Can I come to next year's Gold Medal Ceremony if I can't make this one?***

Probably Not. You may request a deferral via email ([gold@congressionalaward.org](mailto:gold@congressionalaward.org)) before April 10, 2015. We offer deferrals to those who have extenuating circumstances that would not allow them to travel to Washington, DC for the appropriate ceremony. Deferrals have been granted in the past for military deployments, study abroad programs and health issues. If you need to request a deferral, please submit your request via email before April 10, 2015, including the reason for deferral. We cannot accept deferral requests if you simply want to change the year of your presentation or if you have a sibling that you would like to wait for. We will respond to your deferral request by April 20, 2015.

## **Gold Medal Ceremony (Wednesday, June 17, 2015)**

### ***How is the Gold Medal Ceremony organized?***

The Gold Medal Ceremony is in the Cannon Caucus Room in the Cannon House Building on Capitol Hill. We have two ceremonies in order to accommodate guests and family members in the Cannon Caucus Room. The ceremonies are divided by state. Once we notify medalists of their appropriate ceremony time in May, we will work with the Congressional Offices to confirm your Representative's attendance.

On the day of the Ceremony, Medalists are asked to check in for their ceremony 45 minutes before the scheduled start time, allowing National Staff time to prepare the Gold Medalists for the presentation. Guests will be able to check in and enter the room 20 minutes before start time. The ceremony includes a color guard presentation, invocation, speakers, and a brief introduction of each Medalist as they receive their medals.

### ***When will I learn my ceremony time?***

**You will be informed of your ceremony time in May.** We do not assign a state to a ceremony time until we receive all RSVP Forms, to confirm which states will be represented. We will notify Medalists of their ceremony time via mail and will post the ceremony listing by state on our web site, generally one month before the ceremony date.

### ***Can I request a specific ceremony time?***

**NO.** We do not take requests for specific ceremony times as we cannot accommodate everyone. While we understand that a specific ceremony time may be preferred, we must be conscious of your Congressional Offices' schedules as well as other Medalists from your state.

### ***Can I contact my Congressional Office to let them know about my Award?***

**YES.** You may reach out to your Congressional Offices; however this often leads to confusion within the offices regarding the event. We ask that you allow us to contact your Congressional Offices about your attendance. If the office wants to reach out to you directly, we will release your contact information. It is imperative that we have your accurate contact information, including a means for contacting you while you are in Washington, DC, as schedules change and you may need to be notified of changes while you are here.

### ***What happens if my Member of Congress cannot attend?***

We make every attempt to have your Representative present for the presentation. If they cannot make the presentation, we will ask another Member of Congress to step in for the presentation.

***When do Medalists need to check in?***

Medalists are asked to arrive 45 minutes before their assigned start time.

***When do guests check in for the Ceremony?***

Guests of medalists may check-in for the Ceremony 20 minutes before start time. We request this time for a rundown of the proceedings with our medalists. **Parents and guests will not be allowed to check-in for the Ceremony and thus enter the room until 20 minutes before start time.** We ask that guests remain quiet if they choose to wait to check-in as the Cannon Building holds many Congressional Offices that are doing normal business during our Ceremonies. Guests may visit the Longworth Building cafeteria in the interim. **Guests will not be admitted into the room early.**

***Will there be a photographer at the Ceremony? Can my family take a picture of my presentation?***

Pictures will be taken of each Medalist as they are presented with their Gold Medal. Each Medalist will receive either a physical picture or electronic proof following the Gold Medal Ceremony, after you notify our photographer of your preferred picture (information will be given at the Ceremony). If you would like additional pictures, please contact our photographer (information to be provided). As we will be providing a picture of the presentation, we ask that family members and guests not attempt to take their own picture. Flash photography and maneuvering for a personal picture may interfere with our professional photographer and may obstruct the view of other families.

***Where are the group photos taken? What if the location changes?***

Due to rehabilitation of the Capitol Dome for the next two years, the exact picture location is still being determined. We will send out the exact location of the group pictures with the final RSVP information in May. A large group shot will be taken of all Gold Medalists followed by smaller group shots based on affiliation (Air Force, Boy Scouts, Girl Scouts, 4-H, etc). If you have an affiliation with any of our partners, please feel free to join the group picture for that organization.

If there is a need to change the location, we will notify Medalists via the email address included on the RSVP sheets as soon as changes are made. We do not expect any changes; however we do need accurate contact information in the event of a change of location.

***What is the dress code for the Ceremony?***

Please keep in mind that the Gold Medal Ceremony is a **business formal event**. Business attire should be worn by all participants (Jacket and tie for men, business suit/dress for women). Formal gowns or prom dresses however will not be appropriate. Participants are encouraged to make conservative clothing choices. Please do not wear flip flops or

tennis shoes for the Award Ceremony (although you may bring for walking shoes). Also young ladies should keep a conservative heel height, you will be walking.

***How do we get to the Ceremony? Can we drive to the Capitol?***

Parking is VERY limited around the Capitol. We recommend taking Metro (Washington, DC's subway system) into the city for the day of the Ceremony. The Cannon Caucus Building is almost directly off of the Capitol South stop on the Blue/Orange/Silver Lines. Please visit <http://www.wmata.com> for details about the Metro System. You may also look into other ground transportation options like taxis.

**Gold Medal Recognition Dinner (Tuesday, June 16, 2015)**

***What is the dress code for the Recognition Dinner?***

Please keep in mind that the Gold Medal Recognition Dinner is a business formal event. **Business attire** should be worn by all participants (Jacket and tie for men, business suit/dress for women). Formal gowns or prom dresses however will not be appropriate. Participants are encouraged to make conservative clothing choices. Please do not wear flip flops or tennis shoes for the Award Ceremony (although you may bring for walking shoes). Also young ladies should keep a conservative heel height, you may be walking.

***How many guests can I bring to the dinner? Can I request extra guests?***

**Each Medalist is entitled to one (1) complimentary guest space at the Recognition Dinner.** You may request additional guests on your RSVP Form by May 1, 2015. Additional guests will be approved after May 19, 2015. Each addition guest space is \$100, which is to offset the additional cost. **Once you confirm you would like the additional seats, you acknowledge payment will be received and thus will be invoiced.**

***How do we get to the Recognition Dinner? Can we drive?***

Parking is available at the Ronald Reagan Building and International Trade Center. Parking rates vary from \$10 – 35, based on time in garage. The Award cannot validate. Access to the garage is available via 14<sup>th</sup> Street (north and south) and 13 ½ Street (off Pennsylvania Avenue). Upon entry, your vehicle will be screened for security – please plan accordingly.

We recommend taking Metro (Washington, DC's subway system). The Ronald Reagan Building is connected to the Federal Triangle Station (Blue/Orange/Silver lines) and within walking distance to Metro Center Station (Red/Blue/Orange/Silver lines). Please visit [www.wmata.com](http://www.wmata.com) for details about the Metro System. You may also look into other ground transportation options like taxis.