**Roll Out Guide**

This outline is designed to help navigate the application process and resources available for the annual AEIX Lighthouse Awardsprogram.

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Various resources are linked below.

1. Raise awareness by sharing the program information widely throughout the organization. Help senior leaders and department managers understand the purpose, goals, and requirements of the program. Talk with them about the program and the opportunity to apply for a grant to help fund a special project or submit an outstanding project or practice to achieve formal recognition.
2. Organize the resources provided and plan how you're going to roll out the information. Consider traditional communication channels like hanging posters, newsletters, email, and departmental meetings. Many of the resources are designed so that they can be customized for your organization. Be sure to include contact information for the point person at your organization. Available resources include:
	1. [**How to Guide**](https://aeixrrg.com/what-we-do/awards-grants/awards-grants-resource-center/)
	2. [**FAQs**](https://aeixrrg.com/what-we-do/awards-grants/awards-grants-resource-center/)
	3. [**Promotional Poster**](https://aeixrrg.com/what-we-do/awards-grants/awards-grants-resource-center/)
	4. [**Email Template**](https://aeixrrg.com/what-we-do/awards-grants/awards-grants-resource-center/)
3. Develop a calendar that includes an established cadence of communicating reminders about the application process and deadline.
4. Equip managers and supervisors with information about the AEIX Lighthouse Awards program and encourage them to talk with their staff to consider and submit potential ideas.
5. Ensure that everyone knows who the point person is within the organization and those submissions must process through that individual for consideration.
6. Consider asking a member of the leadership team or someone perceived as an ambassador to draft and send an email encouraging everyone to put on their thinking caps about the potential grant or award submissions.
7. Use the AEIX Lighthouse Awards program as an opportunity to drive home the key points of improving patient safety, delivering quality care, and reducing risk exposures.