

Awards Presentation Checklist

Stage 1 Event – Establish Objectives and Set a Budget

- Establish objectives for your awards presentation event.
- Set a budget for the awards presentation event.

Points to Remember Location – Identify and Research Available Facilities

- Anticipate size of audience to be sure the facility or room is large enough to accommodate them comfortably; always plan for more than you would expect.
- Visit possible locations.
- Keep in mind the tastes and hobbies of the recipients – where they would feel relaxed and comfortable.
- Consider locations within the organisation:
 - Workrooms
 - Auditoriums
 - Lunch rooms
 - Warehouses, etc.
- Consider of-site facilities:
 - Banquet halls
 - Rooms in restaurants
 - Country clubs
 - Parks
 - Hotels
 - Colleges
 - Local theatres
 - Resorts
 - Conference Centres
 - Imaginative alternatives
- Determine whether facilities will accommodate audio-visual equipment, if needed.
- Look for good traffic flow in facility
- Consider accessibility of all areas to people with special needs

Participants – Determine Who to Invite

- Determine who to invite from among the following departments:
 - Co-workers
 - Managers
 - Department heads
 - Supervisors
 - District managers
 - Organisation heads
 - Sales assistants
 - Administrative assistances
 - Key clients
 - All employees of the organisation

- Friends and family
- Former employees

Recipients – Determine Who to Invite

- Make a list of individuals who will receive awards
- Gather personal information about the recipients, including:
 - Name (correct spelling and pronunciation)
 - Date of hire
 - Title
 - Personal interest
 - Photos, videos

Awards – Selecting and Ordering

- Select an award appropriate for each recipient (if possible, include recipient in the selection process).
- JMP recommends ordering the appropriate award for each recipient at least six weeks prior to the event.
- Upon receipt, check the award for each recipient:
 - Is the award what you ordered?
 - Are spelling and other details correct?

Stage 2 Event

Points to Remember

- Plan an addenda for the event.
- Determine food and beverage requirements (consider a caterer or food service, if necessary; some caterers can help you plan creatively).
- Plan/develop audio-visual enhancements.
- Consider whether you will want to include music (consider musicians or music coordinators, if necessary).
- Plan/arrange decorations:
 - Photo collages or enlarged photos of recipients
 - Flowers
- Plan award displays:
 - Tables or pedestals
 - Dramatic lighting

Location

- Reserve the facility or room(s) you have selected for the ceremony.
- Determine a “ready room for participants”.

Participants – Coordinate Event Timing and Staff

- Coordinate even timing with organisation’s schedule and recipient availability:
 - Check organisation’s meeting schedules and regularly scheduled events.
 - Notify meeting sponsors of award presentations possibilities.
 - Check schedule’s of key people (peers, managements, family, clients etc)
- Select a Master of Ceremonies.
- Determine who will present each award, usually an immediate supervisor or department head.
- Arrange for speakers (usually key personnel) who will speak about:
 - The recipient
 - The award
 - The organisation

- Schedule the event date/time with speakers.
- Coordinate the staff for the event:
 - Audio-visual technicians
 - Greeters
 - Masters of Ceremonies
 - Speakers/presenters
 - Photographer
 - Award assistants

Stage 3 Event

Points to Remember

- Prepare invitations well in advance (confirm date, time & place).
- Send out initiations two to four weeks prior to the event.
- Prepare a printed program, if necessary.
- Produce any needed audio-visual displays or presentations.
- Prepare pre-event information for organisation:
 - Articles for newsletters
 - Information for bulletin boards
 - Email announcements
- Prepare press releases for newspapers, local/regional business publications, and industry publications.
- Review food and beverage requirements.
- Plan the place and time for serving food.

Location

- Finalise seating configuration.
- Determine route for speakers and recipients to presentations area.
- Determine route for people to enter and leave the event.
- Locate all emergency exits and make sure they are not blocked.
- Make sure all safety considerations are followed, such as providing:
 - Hardhats
 - Safety glasses
 - Floor mats
- Arrange for coat racks if necessary.

Participants – General Planning

- Plan remarks with speakers:
 - What information they will tell about the recipient?
 - How will they describe the award?
 - What will they say about the organisation
 - Length of remarks
- Plan best sequence of speakers.
- Provide speaker with pertinent information about the recipient.
- Ask speaker for written outline.
- Offer coaching if needed.
- If necessary, rehearse with speakers to help put them at ease.
- Encourage presenters to wear their own award(s) to show pride in the organisation.

Participants – Key Message Elements

- Gather relevant information about each recipient:
 - Personal attributes

- Professional accomplishments (explain how his/her performance contributed to goals of the organisation).
- May include personal & humorous stories about recipients (be sure to check with the recipient first if there's any question whether they would be comfortable with the stories that are shared).
- Consider the recipients personality, likes/dislikes
- Keep remarks brief, warm and caring

About the Award:

- Describe the significance of award selection, relating it to the recipient 0- how the award symbolises his/her personal achievement.
- Point out how the award symbolises the employers culture and values, such as
 - Integrity
 - Longevity
 - Image
 - Progression, etc.
- Mention the quality and detailed craftsmanship.
- Explain how the choice of award is a symbol of the value the employer places in the individual and their personal achievement.
- Rehearse presentation with presenter.
- Keep the presentations brief.

About the Organisation:

- Speak about the organisation and its values and culture.
- Relate the awards programme to the organisation and recent achievements, such as:
 - Quality ratings
 - Market share
 - New business
 - Public recognition
- Include remarks about the recipient's achievements – their department in relation to the whole organisation.
- Describe the criteria for selecting the recipient, and how other employees can earn similar awards.

In General

- Reinforce the importance of service and achievement.
- Keep all comments positive, upbeat and encouraging.
- Focus on positives only.
- Use tasteful humour to enhance team spirit.
- Keep all remarks tactful.
- Avoid discriminatory remarks.
- Avoid references to past problems.
- Avoid promises of continual employment.

Stage 4

Event

Points to Remember

- Display awards:
 - Determine how awards will be displayed.
 - Label and arrange awards in the order they are to be presented.

- Become familiar with equipment ahead of time so there's no distraction after the event begins.
- Test any prepared audio-visual program prior to the event, and make sure presenters/assistants know how to use the equipment.
- Have a glass of water available for each speaker.

Location

- Check technical controls just before the event. Check all controls for:
 - Lighting
 - Heating and cooling
 - Music/sound system
 - Projectors, etc (make sure extra bulbs are available)
- Check for comfortable room temperature and ventilation.
- Re-check accessibility for those with physical limitations.
- Set-up for more than the number anticipated.

Stage 5

Post-Event

Points to Remember

- Prepare post-event information for organisation's newsletters, blogs, and bulletins.
- Send post-event press release and photos to local, regional or national media.
- Send thank-you notes to everyone who helped make the event run smoothly.
- Send personal notes from management to recipients at their home.
- With any of the above items, include photos from the event if possible.
- Follow-up with each recipient to determine how successful the awards show went.
- Request suggestions for improving your next presentation event.
- Record your own impressions of what went well and areas you would like to improve in planning subsequent awards presentations.