

AWARD PRESENTATION GUIDE

The most important part of an award presentation is the speech you deliver. In a few minutes, you need to convey the value of the award and the worthiness of the recipient. Complete this guide to ensure you don't miss any important award presentation details! If you can't fill in one of the fields, ask the recipient's co-workers, manager or family to help.

TIPS

MAKE SURE YOU KNOW HOW TO PRONOUNCE IT!

Recipient's Name: _____

Date of Hire: _____

Team/Department: _____

EXPLAIN THE RECIPIENT'S ROLE AT THE ORGANIZATION.

Current Title and Responsibilities: _____

Award Title: _____

WHAT DOES THIS AWARD HONOR? HOW DOES ONE EARN IT?

Award Description: _____

WHAT MAKES THE RECIPIENT OUTSTANDING?

Specific Contributions to Organization: _____

Any specific projects or goals that exceeded expectations? _____

WHAT ARE SOME EXAMPLES OF THE RECIPIENT AS A MODEL EMPLOYEE?

How does the recipient exemplify organization values? _____

HUMOR ADDS A LOT OF INTEREST TO AN AWARD PRESENTATION, BUT MAKE SURE IT'S APPROPRIATE AND DOESN'T EMBARRASS THE RECIPIENT.

Humorous Stories: _____

OFTEN, THE RECIPIENT'S #1 FAN ISN'T AT YOUR ORGANIZATION.

Spouse & Children Names: _____

MENTION OTHER ACCOMPLISHMENTS AS AN EXAMPLE OF THE RECIPIENT'S CHARACTER.

Activities outside the Organization: _____

NEXT STEPS:

Now that you've completed the guide, write your award presentation speech. Then, practice, practice, practice!

