

Presenter's Worksheet

Print this page, add your information about the awardee, then refer to this during your presentation.

When and Where?

When and Where you present the award is important. You acknowledge the award's importance when you plan an event in advance.

Date

Time

Place

Who?

There's much more to Who than the name of the recipient.

Recipient's name

Title

Years with Company

Promotions

Valued personal trait(s)

Other speaker(s) (Optional)

Name(s)

Relationship to Recipient

Before the presentation, spend a few minutes with other speakers and use the space below to outline anticipated comments.

Why?

Answering the question Why enables you to tie the award to the behaviors that benefit your organization. Communicating the significance of behavior that plays an important part requires you to give some thought to specific behaviors and achievements.

Reason for award (year anniversary, accomplishment, contribution, etc.)

Demonstrated behavior(s) supporting the organization

How it (they) supported the mission, vision, goals or other key events in organization's history

What?

Describing the award itself also plays a role in your presentation. Take the time to understand how the symbolic nature of the award ties to the individual.

Award

Symbolic value

Ties to professional characteristics and hobbies

Now that you have compiled the information above, you have created a powerful tool to help you effectively deliver a powerful presentation that will be meaningful to the recipient, and impactful to the audience. This form is useful for any presenter, regardless of presenting experience. Use this form everytime, and you will be assured a successful award presentation.

Good luck with your presentation!