Award Presentations

Award rituals express the common values of a group. When presenting an award, emphasize the group’s shared beliefs, values, and commitments.

Remember to:

- Name the award and describe its significance.
  - What personal traits or accomplishments does it honor?
  - In whose name is it made?
  - Why is it given?
  - How often is it awarded?
  - How are the recipients selected?
- Summarize the selection criteria and reasons the recipient is receiving the award.
- Relate the appropriateness of the award to the traits of the recipient.
- Express good wishes to the recipient.

If an individual is uncomfortable having their personal characteristics publicly acknowledged, present the award or honor to the entire group rather than to the individual.