

## **Awards Manager**

The person or committee in charge of awards for the show handles all aspects of obtaining, engraving, posting and distributing awards for the exhibitors. At some shows this includes thank you gifts for the judges and/or Court of Honor invited exhibits. All Grand Awards, Reserve Grands and other special awards also fall within this area of responsibility.

Several months prior to the show an inventory of all ribbons and medals should be done to be certain that sufficient quantities of all levels of awards are available. It is most economical to place reorders for several years worth at one time as the set up costs are a major portion of the costs for medals. At this time it is best to confirm the availability of the engraver that will be used for personalizing the medals. Verify the hours of operation and the turnaround time for the number of medals that are expected to be awarded. The Grand Award, Reserve Grand Award(s) and other special awards also should be purchased at this time.

The APS, AAPE, USPCS, USSS, FDCA, ATA and most specialty societies provide awards for WSP qualifying shows. The show **Website Manager** should solicit and announce these awards. A complete list of all available awards all with the up-to date criteria for awarding them must be prepared and supplied to the **Chief Judge** and a list provided to all judges. In any case where there are questions of eligibility for awards (prior winners ineligible, society members only, novice etc.), the information should be provided to the **Chief Judge** prior to deliberations. This will be done in coordination with the **Judging Manager**. This same list of awards will be needed by the **Publications Manager** for the preparation of the show program. **Officers of the various societies should be invited to present their special awards at the awards banquet.**

In the weeks prior to the show all the awards and the award criteria should be organized for the show. In cooperation with the **Staffing Manager**, the awards should be brought to the show and the top awards should be displayed in a prominent, secure fashion. All the ribbons need to be accessible to be placed on the frames as soon as the list of medals is provided by the **Chief Judge**. This will give exhibitors an opportunity to review their award levels prior to the critique.

Prior to the awards banquet the awards should be brought into the banquet facility and laid out on a table in a sequence that parallels the way in which they will be handed out to the exhibitors. This is usually from the lowest to the highest awards, in the reverse order of the Palmares. Some shows choose to do the youth awards first, then the single frame exhibits and finally the multi-frame adult awards. Whatever the sequence make sure it is made clear to everyone how things will be handled. As few people as possible should know who is getting any special awards, especially the Grand and Reserve Grand. Only the sequence in which they are awarded is needed to organize the table properly. The boxes in which the awards came should be labeled and placed beneath or behind the table, to be given to the exhibitors after the awards ceremony, for safe transport of their awards.

After the banquet, the person responsible for the awards will, with some possible assistance, give each award to the person who will make the presentation of the award to the exhibitor. At some shows every exhibitor who is present comes forward to collect the award. At some larger shows only the vermeil and gold awards come forward. At Internationals it is usually only the large gold medal winners who are individually recognized. No matter what the medal level, all youth exhibitors present should be called forward and encouraged.

In cooperation with the **Judging** and **Publications Managers** the Palmares should be proofread, printed and ready for distribution to the attendees as they leave the banquet at the conclusion of the awards ceremony. It is helpful to have a list of awards in the reverse order of the Palmares for the **Chief Judge** or whoever is reading the awards at the banquet. At the very least, the special awards should not be listed in with the medals as this causes much page flipping and potential errors and omissions.