



TO: All FCMA Members
RE: **The Crane Awards** - Employee Recognition Awards Banquet
DATE: May 16, 2011

First Coast Manufacturers Association would like to invite you to participate in a very special evening designed to honor *YOUR* outstanding employees. *All* members are encouraged to get involved. The banquet will be held from **6:30-9:00 PM, Friday, September 16, 2011**, at the **UNF University Center** (12000 Alumni Drive, off Kernan). A special award will be presented to each recipient and each will be featured in the printed program, as well as the local media. There will be a local celebrity to bestow awards.

This award was named in honor of A. Crane Jones, Jr., one of the founders of FCMA. The Crane Awards Banquet was created to recognize outstanding employees of FCMA members' firms who are employed in line or staff positions not above the level of supervision.

Each company establishes its own criteria to choose its award winners. Application and guidelines are included in this packet to assist you. If you need ideas on how to promote the program in your company, we will be happy to assist.

The number of awards each company can give is based on the size of the company (Manufacturer or Associate members). Please note that small companies are highly encouraged to participate. Companies can give team awards as well (maximum of 3 teams may be recognized per company; team size, no limit).

<u>No. of Employees</u>	<u>No. of Award Recipients</u>
Up to 150	1
151 - 500	2
More than 500	3*

Please find enclosed Awardee Selection Suggestions, Awardee Information and Reservation Form. Deadline for receipt of applications is August 1, 2011. We are excited about this very special banquet in its ninth year and look forward to your participation.

**Please contact the FCMA office for exceptions.*

You may contact FCMA via email at maria@fcmaweb.com

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Jacksonville, FL 32216-6191
Phone (904) 296-9664 Fax (904) 296-9644
Email: maria@fcmaweb.com

2011 FCMA “Crane Awards” Banquet

AWARDEE SELECTION SUGGESTIONS

With the necessity for continuous improvement and total customer satisfaction employees must strive to excel in *all* areas of their job. Qualities of excellence may include:

- Superior Work Ethic
- Performance Above and Beyond Expectation
- Eminently Good Results
- Increased Value
- Superior Dedication to Job or Project
- Community Outreach

For the “Crane Award” you may want to consider employees who have excelled in any of the following areas:

- Cost Avoidance
- Cost Savings
- Customer Service
- Innovation
- Problem Solving
- Product Development
- Productivity
- Quality
- Revenue Enhancement
- Safety
- Team Building
- Training

The above list suggests just a few areas appropriate for recognition--you may think of others. We can provide a copy from last year’s program. Distribute this information to individual departments and ask supervisors or employees to review their department and name their two most outstanding employees and why they were selected. A selection team can screen the list, if necessary, and then select the awardee. ***Your company makes the selection not FCMA.*** All names sent to the FCMA will receive an award.

AWARDEE INFORMATION

Write a description (**100 words or less**) why the awardee was chosen to receive this award. This write-up will appear in the written program. **HIGHLIGHT or UNDERLINE the ONE LINE of the description to be read as the recipient receives his/her plaque** during the presentation ceremony. You may write a separate sentence for the awards ceremony if you desire. Just make sure it is highlighted or underlined so we can distinguish it from the program write-up.

When writing the description, please use terminology everyone can understand (as the audience may not be familiar with your type of business). Please TYPE the description before highlighting or underlining the ONE LINE you want read during the presentation.

Please make sure to include:

- NAME (Please indicate how he/she would like to have his/her name on the award certificate and also what his/her nickname is (if different from how it will appear on the plaque))
- TITLE
- ACHIEVEMENT (why he/she is receiving this prestigious award)

INDIVIDUAL AWARD

Andre F. Etheridge

In his capacity as Shop Floor Control/Production Control Coordinator, Andre has successfully established and maintained work order integrity on the production floor. The tracking and delivery of the product to all departments on time has been achieved through Andre’s hard work and superior work ethic. Dedication to his job and coworkers has made Andre one of Unipower’s most valuable assets.

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COMPANY WRITE-UP**

Provide a brief description (**100 words or less**) on your company. This write-up will be featured the awards banquet program. How long in business, products/services, company philosophy, etc. (We can use last year’s write-up.)

AWARDEES AND GUESTS

(1)	(5)
(2)	(6)
(3)	(7)
(4)	(8)

Please make extra copies of this form if more than eight people from your company are attending.

PLEASE NOTE: Tables will be set for **EIGHT (8)** people. If you have more than 8 but less than 16, please list seating preferences. If you have more than 1 table, your tables will be next to each other.

Note: Name tags are provided for the all winners and sponsors.

AWARDEE INFORMATION FORM

Company:		
Contact:		
Phone:		Email:
Awardee Name:		
Title:		
Work Location:		
Supervisor/Contact Info (phone/email):		
Awardee Write-up:		

If your company is recognizing more than one individual awardee, please complete the above information for each awardee. FCMA delivers a personal invitation to all awardees as we receive their names from you and take photographs at their jobsite. To insure names all information is correct, please fax or email to: maria@fcmaweb.com. If the awardee’s address is different, please provide the correct address.

2011 FCMA “Crane Awards” Banquet

Friday, September 16, 2011

University Center, University of North Florida

12000 Alumni Drive (Building #43)

6:30 – 9:00 PM

RESERVATION FORM

Note: *Deadline August 1, 2011*

Company:	
Contact:	
Phone:	Email:

Individual Award

\$ 200 per awardee. Includes: Dinner for *Two* (the award winner and their guest), FCMA “Crane Awards” plaque, a write-up in the evening’s awards program, personalized certificate for the awardee, and a CD of photographs of award winners and banquet presentations.

Team Award

\$ 115 per person in team. Includes: Dinner for *One (1)*, FCMA “Crane Awards” plaque, a team write-up in the evening’s program, a team photograph and a personalized certificate for the awardees, and a CD of photographs of award winners and banquet presentations.

Guests (Managers, Supervisors, Spouses, etc.) - \$ 85 each. Includes dinner and drinks.

Number		Total Amount
	Individual Awardees at \$200 each (includes winner’s guest) =	
	Team Members at \$115 per person* =	
	Guests at \$85 each =	
	← Total Number of Attendees	
Event Sponsorship Levels	See attached for sponsor benefits	
	\$5,000 – Platinum	
	\$3,000 – Gold	
	\$2,000 – Silver	
	\$1,000 – Bronze	
	Total Amount	\$

** Team members may bring a guest at the guest rate*

FCMA office will coordinate seating for each company (8 per table) if not indicated and for those companies purchasing less than 8 seats,

FCMA will coordinate seating with another FCMA member company.

Dress is Business

Please indicate your preference:

<input type="checkbox"/>	Bill me
<input type="checkbox"/>	Payment Enclosed
<input type="checkbox"/>	Pay with Credit Card