

Presenting an Award

Dos and don'ts for presenting an award

When recognising someone for a job well done, you want to highlight the value of both the award and the recipient. To create a memorable presentation, Toastmaster Cindy Ventrice recommends that you “first explain the criteria for the award and how the recipient met those criteria.” This requires research. The presenter should be able to answer these questions:

- What does the award stand for?
- Is there a meaningful tradition associated with it?
- Why was this person chosen for the award?

Some dos and don'ts:

- Do tell a story** – about the significance of the award and how or why the recipient was chosen
- Do pronounce the person's name correctly.**
- Do give the audience some background on the recipient.**
- Do hold the award as if it is valuable.** Make eye contact, smile warmly and hand the person the award as if it were a treasure.
- Don't bring the person to the lectern before you give the introduction.** It's awkward to stand before a group while someone talks about you.
- Don't hand over an unsigned certificate.** If you don't know how to spell the recipient's name or have poor handwriting, find someone else to complete the certificate.
- Don't stand so the audience can't see you, the recipient or the award.**

