



TO: All FCMA Members

RE: **The 2018 FCMA Excellence Awards (includes The Outstanding Employee Awards)**

DATE: June 19, 2018

The Outstanding Employee Awards Are Just Around the Corner

This year we are pleased to announce that our Excellence in Manufacturing Dinner and Crane Awards for Outstanding Employees will continue this year as one celebrated event. Following our planning meeting last year, we reviewed these two events and concluded that both programs are dedicated to excellence in manufacturing and should be recognized jointly. The interest and excitement in both events will provide a great way to celebrate our employees and companies' accomplishments through the year. Our employees will have the opportunity to participate in the awards ceremony for our companies and more company members will have the opportunity to congratulate our employees on the outstanding achievements.

The program will be held in our usual location at UNF on September 8 just in time for us to announce and publish our award winner's leading into Manufacturing Month in October.

We are expecting a sellout crowd for this grand event and encourage you to sign up early to ensure your participation.

FCMA is pleased to announce that this year our Awards Banquet for 2018 will be on **Friday, September 21**. The event is one of our most esteemed and recognized activities of the year. We host a banquet dinner, complete with special awards to recognize our members' outstanding employees and the manufacturing awards all at the same event.

The Employee Award is designed as an opportunity for our members to select employees that they would like to show their appreciation of hard work and effort for the company. Each year the recipients are individually recognized on stage with our FCMA leadership team before their co-workers, managers, family and friends. All who have served on the host committee agree this is one of the most exciting and humbling events we have when these mostly quiet honorees, who aren't accustomed to a lot of fanfare on their behalf, receive their awards. All employees receiving the awards will be recognized.

This year the event will be held at the UNF Adam W. Herbert University Center (12000 Alumni Drive off Kernan Road) as it has in recent times. The program will begin with a reception at 5:30 PM leading into the dinner and awards ceremony. The ceremony typically finishes no later than 9:15 PM.



The event will be held early September providing the opportunity for our member companies to recognize the achievements of their employer for the previous year, thus encouraging other employees for the new year as it begins to unfold. We hope that you will take the time to participate with us in the worthy effort to recognize those individuals who help make our manufacturing operations run. We look forward to having you join us.

FCMA has decided that there should not be a limit on the number of employees you can honor as you may have several that you would like to recognize or may have more than one or two teams to also be honored so for this reason we have taken that past restriction off.

Please find enclosed Awardee Selection Suggestions, Awardee Information and Reservation Form. Firm **Deadline for receipt of applications is August 3(no exceptions)**. We are excited about this very special banquet and look forward to your participation. Please call Maria Corby at the FCMA office if you have any questions.

New to the procedures regarding photos:

Each company is requested to send in a headshot and three “working photos”. If you are unable to take the photos then please call the FCMA office to set up having your photos taken. All photos must be taken by **August 1, 2018** to keep us on track with the printing deadline of the program booklet. Thank you in advance for your help in keeping us on track.

See Sample photos: Head shot:	Head shot:	Head shot:
		
Working photos:	Working photos:	Working photos:
		
		

2018 FCMA “Employee 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 “Employee 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 (**50 words or LESS**) why the awardee(s) 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 certificate** 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. **Please also write 25 words or less about your company.**

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

Maria J Corby

In her capacity as Shop Floor Control/Production Control Coordinator, Maria 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 Maria’s hard work and superior work ethic. Dedication to her job and coworkers has made Maria one of Unipower’s most valuable assets.

2018 FCMA “Employee Awards” Banquet COMPANY WRITE-UP

Provide a brief description (**25 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. If you reserve **less than 8 seats**, you will be sharing a table with other members so that we can utilize the space.

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. To insure names all information is correct, please email to: maria@fcmaweb.com. If the awardee’s work address is different, please provide the correct address.



2018 FCMA “Employee Awards” Banquet

Friday, September 21, 2018 • 5:30 (Reception) 6:00 PM– 9:00 PM – Main event
UNF Adam W. Herbert University Center • 12000 Alumni Drive (Building #43)

RESERVATION FORM - Note: Deadline August 3, 2018

Company:	
Contact:	
Phone:	Email:

Individual Award

\$ 250 per awardee. Includes: Dinner for *Two* (the award winner and their guest), FCMA “Employee Award” certificate, a write-up in the evening’s awards program and aa award.

Team Award

\$ 150 per person in team. Includes: Dinner for *One (1)*, FCMA “Awards” a team write-up in the evening’s program and personalized certificate for each of the awardees.

Guests (Managers, Supervisors, Spouses, etc.) - \$ 125 each. Includes dinner and (2) drink tickets.

Number of People		Total Amount Due each
	Individual Awardees at \$250 each (includes winner’s guest) =	
	Team Members at \$150 per person* =	
	Guests at \$125 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

FCMA will coordinate seating with another FCMA member company and for companies purchasing less than 8 seats.

Dress is Business

Please indicate your preference:

<input type="checkbox"/>	Bill me
<input type="checkbox"/>	Payment enclosed
<input type="checkbox"/>	Call me to pay with credit card