

EMPLOYEE RECOGNITION DISPLAY

CHECKLIST FOR SUCCESS



USE THIS HANDY GUIDE TO IMPROVE THE OUTCOME OF YOUR DISPLAY:

-  Create a title or overarching theme for your display.
-  Determine if you would like your display to include photos of each individual or a listing of names.
-  Decide if you want to include a description, quote, other text, or imagery on the display.
-  Determine how many categories of recognition to include.
-  Decide how many individuals you would like to recognize in each category.
-  Predict how frequently you need the display updated (quarterly, annually).
-  Decide how you would like the names to be organized (chronological, alphabetical, or title-based).
-  Determine the type of information you want to include about the people being recognized (for example: first, last name, date, photo, logo, and years of service).
-  Decide if you want to include a monitor, interactive signage, or additional lighting.
-  Determine if you would like to include a brochure holder or other types of literature in your display.
-  Set a budget for your display.
-  Decide which finishes or materials are needed to complement the space.
-  Outline any additional information that could be helpful for our designers.

