**EXECUTIVE SUMMARY**

The Example Nomination Form is part of the Employee Awards Program Kit. The kit is designed to help you create your own Employee Awards Program.

This form is meant to give you example copy you can use to solicit nominations for your awards.

The kit is provided for free by **Humor That Works**. If you paid for this kit or found it from some other location, please contact [kits@humorthatworks.com](mailto:kits@humorthatworks.com).

**A NOTE ABOUT FORMS**

The best way to solicit nominations is to use a survey tool like [Google Forms](http://support.google.com/drive/bin/answer.py?hl=en&answer=87809) or [Survey Monkey](http://www.surveymonkey.com/). This will make it easier to collect all of the nominations at one time.

Also the award categories below should be based on the award categories you previously selected (See *05 Example Award Categories*) for a list of potential categories.

**FOR ADDITIONAL INFORMATION**

Some of this content was originally posted at [www.HumorThatWorks.com](http://www.HumorThatWorks.com). Visit the site for additional information regarding employee awards programs.

For questions or concerns, or to book me as an MC for your awesome upcoming awards program, email me at [andrew@humorthatworks.com](mailto:andrew@humorthatworks.com) or call 646.543.7398.

**EXAMPLE NOMINATION FORM**

The “survey” example starts on the next page and is taken from the [Corporate Humor Awards](http://www.thehumorawards.com/). It has been truncated for easier reading.

**Corporate Humor Award Nominations**

Thank you for taking the time to celebrate those individuals and organizations who are improving the workplace through humor.

\* means the question is Required

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**The Nomination Process**

There are two major sections of the nominating process. All categories are optional.

Section 1: Organization Nominations. These are for nominating organizations whose culture brings humor to the workplace.

Section 2: Individual Nominations. These are for nominating individuals, regardless of their title, who make the workplace a better place using humor.

\*\*Note: Please feel free to nominate yourself. We know you're normally a modest person, but if you've helped make work more awesome, we want to hear about it.

All Nominations are due by Friday, April 19th, after which a board of esteemed Corporate Humorists will decide on a winner. Winners will be notified and announced the week of April 29th.

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**Nominator Information**

Before we get to the nominations, we'd like to learn a little more about you.

**> Please Enter a Nickname\*:**

*This will displayed along with the nominee as "Nominated by ..."*

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**> Please Enter Your Email Address\*:**

*This will be used to confirm only one entry per person and notify you when the winners are announced. Note: We won't send you any other emails unless you opt-in.*



**> In What Industry Do You Work?**

*  Consumer Goods
*  Financial Services
*  Business Services
*  Education
*  Health Care
*  Technology
*  Other: 

**> What is the Size of Your Company?**

*  1 - 10 humans
*  10 - 100 humans
*  100 - 1,000 humans
*  1,000 - 10,000 humans
*  10,000+ humans

**> Where Are You Located?**

City:

State:

Country:



**> What is your favorite color?**

**> What song are you listening to right now?**

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**Organization Nominations**

The following nominations are for entire organizations who improve the workplace with a humorous culture. For each nomination, include the Company/Organization name and share specific examples of how the organization uses humor. The panel will use this criteria to decide the winner, so share the awesome!

**> Best Onboarding Program - Humorous Beginnings Award**

Does your company go above and beyond to bring new hires onboard? Examples include: Throwing a celebration, buying an ice cream cake, or publishing an interview with each new hire.

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**> Best Training Program - Learned Me Good Award**

Does your company help long-term employee growth through an awesome training program? Examples include: budgets for personal training, bringing in outside speakers on a variety of topics, or turning training into an RPG.



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**> Best Website - A Site to See Award**

Does your company's website incorporate humor to engage the visitor? Examples include: hidden Easter Eggs, humorous copy, or a 404 page full of cat pictures.

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 **> Best Perk - Money Isn't Everything Award**

Does your company have an awesome perk outside of money? Examples include: Summer Fridays off, a rock-climbing wall, or unlimited supply of Peanut M&Ms.



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**Custom Organization Award**

We think these categories are pretty good but you might feel like we left something out. So you get to create the Humor Award category AND pick the winner.

The panel will choose the top custom awards to be shared. For the Custom Organization Award, be sure to include the Award Name, the Company who should win, and a brief description of why they should win.

Note: Have fun with the Award name. Example: The Most Likely to Include a Pun Award should go to Humor That Works for incorporating puns into almost all of their communications.

**> Custom Organization Award**

*Enter the Award Name, Organization Winner, and Description.*

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**Individual Nominations**

The following nominations are for individuals who add humor to the workplace in their own way. For each nomination, include the Individual's name and share specific examples of how they use humor. The panel will use this criteria to decide the winner, so share the awesome!

Note: An individual's names will not be shared unless they give permission. We will contact the email address you provide to request permission.

**Best Email - Mark as Always Read Award**

Did you send or receive an email that was not only work-related but also humorous? Examples include: a summary email with related jokes at the end, a regular email with a humorous signature, or a meeting invite designed as a party invitation. Note: Please include the email if possible.



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**Best Presentation - Let the Man/Woman Speak Award**

Did you give or attend an incredible presentation that had a humorous flair? Examples include: used interactive excercises to make a point, included pictures for slides, or collected questions via paper airplanes. Note: Please include the subject of the presentation.

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 **Best Video - Hollywood Bound Award**

Did you create or watch a humorous video for work? Examples include: a training series hosted by a puppet, a finance video parodying a Michael Jackson music video, or a product demo that just made you crack up. Please include a link to the video if possible.

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**Custom Individual Award**

We think these categories are pretty good but you might feel like we left something out. So you get to create the Humor Award category AND pick the winner.

The panel will choose the top custom awards to be shared. For the Custom Individual Award, be sure to include the Award Name, the Individual who should win, and a brief description of why they should win. Note: Have fun with the Award name.

Example: The Ties Everything Back to Milkshakes Award should go to Andrew Tarvin for somehow always relating business matters to milkshakes.

**> Custom Individual Award**

*Enter the Award Name, Individual Winner, and Description.*

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>>> SUBMIT YOUR RESPONSES <<<

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