

# IPMA Award Entry Guidelines

Deadline: March 31, 2018



## **In-House Promotional Excellence Award**

Purpose: To recognize excellence in promotional vehicles and/or campaigns developed by and used to promote an in-house corporate publishing facility.

All entries must be accompanied by the official entry form and required documentation.

Entries may include:

- ◆ Information and samples showing the promotional concepts, presentations, products and events.
- ◆ Information about the results of the promotions including the effectiveness, return on investment, employees and customers experience and feedback.
- ◆ You may enter as many different promotional vehicles or campaigns as you wish.

## **Print Center Award – formerly Management Award**

Purpose: To recognize a corporate publishing operation that excels in efficient management practices in furthering the objectives of the parent company. While contributions of individual managers are important, this award judges and recognizes the efforts of the entire in-house staff.

All entries must be accompanied by the official entry form and required documentation.

Entries can include:

- ◆ Information about your operations and organization.
- ◆ Items may include: staff size, performance, budget, productivity, new technology, new policies and procedure implementations. Basically any information that you believe differentiates you from other operations.

Note: While contributions of individual managers are important, this award judges and recognizes the efforts of the entire in-house staff.

## **Mail Center Award**

Purpose: To recognize an entire corporate mail center for outstanding improvements to processes and procedures related to mail and mail handling.

All entries must be accompanied by the official entry form and required documentation.

Entries can include:

- ◆ Improvements in the areas of new technology, the role of staff/manager in this improvement, cost savings, process improvements, and inter-and extra-departmental processes implemented by the mail center.
- ◆ Any in-house facility offering corporate mailing services is eligible for nomination.

Note: While contributions of individual managers are important, this award judges and recognizes the efforts of the entire mail center staff.

### **Innovation Award**

Purpose: To recognize organization that have shown creative and innovative ways to improve a process or business model unique to their organization. This may be technology, customer or process driven.

All entries must be accompanied by the official entry form and required documentation.

Entries can include:

- ◆ Describe full description of the purpose of the innovation
- ◆ Before/After results
- ◆ Full description of the previous process or operation
- ◆ A description of the changes or new ideas developed. Provide a detailed list of procedural changes and/or equipment placements.
- ◆ Details that describe the outcomes. These details should include data on increase sales, customer satisfaction, cost savings, productivity improvements or other related results.
- ◆ Projections and plans for continued utilization of project.

### **Organizational Impact Award**

Purpose: To recognize a corporate print/mail center for outstanding contributions related to non-production activities within the parent organization.

All entries must be accompanied by the official entry form and required documentation.

Entries can include:

- ◆ Staff Development
- ◆ What/How you helped your "Parent" Organization?
- ◆ How have you integrated your operation into the fabric of the organization?
- ◆ Staff Morale Event, describe an event you put one for your staff to improve morale.
- ◆ Customer Training Plans, provide data and samples of tools used to train your customers.
- ◆ Tools Used to Keep Management Informed, what do you give your boss that in unusual to show them your departments progress?
- ◆ Community Service, do you have a community outreach program that encourages staff to give back to the community

# IPMA Award Entry Application

Deadline: March 31, 2018



The In-Plant Printing and Mailing Association (IPMA) offer several award-winning opportunities for in-plants that not only provide national recognition, but also build customer confidence and boost staff morale. Submit your entry in one or all of the categories below based on 2017 calendar year specifics. The deadline for entries is March 31, 2018. Winners will be recognized at IPMA's Awards Banquet during IPMA's Educational Conference in June of each year.

To be considered for the above awards/scholarships:

Your entry should include the following information:

- ◆ Entry Application with the name of the award for which you are applying or nominating;
- ◆ Your name, address, telephone number and e-mail address;
- ◆ The name or names, address, telephone number and e-mail address of the person or organization you are nominating. Nominees must be active IPMA Members.
- ◆ You may also include any additional information/materials that the judges may find helpful in making their decision.

## Format for Award Submissions

This is a basic guideline/format that should be used for all IPMA Award submissions. The major heading will direct the applicant to provide necessary information to allow for evaluation. Failure to include specific information could result in disqualification of your submission.

- A. Executive Summary
- B. A full description of purpose, mission or hypothesis.
  - a. A clear and concise statement related to your situation and how it applies to the specific award.
- C. Outline of program, process or procedures.
  - a. Prior history
  - b. Steps of implementation or description of program
  - c. Measurement process or how data was collected
  - d. Evaluation of data
  - e. Description of results
- D. Quantitative analysis of results. Provide data used in evaluation.
  - a. Productivity increases
  - b. Cost savings
  - c. Contribution to parent company's mission
- E. Examples, samples and supporting documentation
- F. Other related information

The goal of the IPMA Awards program is to identify those organizations that are excelling and prospering. By standardizing the entry process, the evaluation team will be able to clearly differentiate between programs and identify the most deserving organization.

Please submit separate entry form for multiple applications.

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Check the award you are submitting – Please include this form with your entry.

**Print Center Award**

**Mail Center Award**

**Innovation Award**

**Organizational Impact Award**

**In-House Promotional Excellence Award**

**Nominee Name & Title**

\_\_\_\_\_  
\_\_\_\_\_

**Company** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**YES I am an IPMA Member**

**IPMA would like to notify your supervisor/manager(s) should this entry win its category. Please provide his/her contact information:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

You are encouraged to include any additional information/materials that may be helpful to the judges when making their decision.

**IPMA Awards Program**  
103 North Jefferson Street  
Kearney, MO 64060  
[ipmainfo@ipma.org](mailto:ipmainfo@ipma.org)

**Submit your entry by March 31, 2018 to:**

**If you have questions, contact IPMA at 816.919-1691**