



## **IPMA Award Entry Guidelines - Deadline: March 31, 2022**

The In-Plant Printing and Mailing Association (IPMA) offers several award-winning opportunities for in-plants that not only provide national recognition, but also build customer confidence and boost staff morale.

Winners will be recognized at the IPMA Awards Banquet during the IPMA 2022 Educational Conference in June.

**Awards can be won in the following categories:**

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

Purpose: To recognize excellence in promotional vehicles and/or campaigns developed by and used to promote an organizations in-house publishing facility. While contributions of individual managers are important, this award judges and recognizes the efforts of the entire in-house staff.

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

Entry 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.
- ◆ Entries may be sent in a pdf, slideshow presentation, etc. or printed & shipped to IPMA HQ.

### **Print Center Award**

Purpose: To recognize an in-house 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.

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

Entry may include:

- ◆ Information about your operations and organization.
- ◆ Items may include; staff size, performance, budget, productivity, new technology, new policies and procedure implementations. Any information that you believe differentiates you from other operations.
- ◆ Entry may be sent in a pdf, slideshow presentation, etc. or printed & shipped to IPMA HQ.

### **Mail Center Award**

Purpose: To recognize in-house organizations mail center for outstanding improvements to processes and procedures related to mail and mail handling. While contributions of individual managers are important, this award judges and recognizes the efforts of the entire mail center staff.

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

Entry may 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.
- ◆ Entry may be sent in a pdf, slideshow presentation, etc. or printed & shipped to IPMA HQ.

### **Innovation Award**

Purpose: To recognize an in-house organization that has shown creative and innovative ways to improve a process or business model unique to their organization. This may be technology, customer or process driven. While contributions of individual managers are important, this award judges and recognizes the efforts of the entire mail center staff.

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

Entry may 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.
- ◆ Entry may be sent in a pdf, slideshow presentation, etc. or printed & shipped to IPMA HQ.

### **Organizational Impact Award**

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

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

Entry may 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 is unusual to show them your department's progress?
- ◆ Community Service; do you have a community outreach program that encourages staff to give back to the community
- ◆ Entry may be sent in a pdf, slideshow presentation, etc. or printed & shipped to IPMA HQ.



IPMA AWARDS

## IPMA Award Entry Application

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The In-Plant Printing and Mailing Association (IPMA) offers 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 2021 calendar year specifics. The deadline for entries is March 31, 2022.

Winners will be recognized at the IPMA Awards Banquet during the IPMA 2022 Educational Conference in June.

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.
- ◆ 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 a separate entry application for multiple entries.**

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**Deadline: March 31, 2022**

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Check the award you are submitting;

- Print Center Award
- Mail Center Award
- Innovation Award

- Organizational Impact Award
- In-House Promotional Excellence Award

**Nominee Name & Title**

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**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:** \_\_\_\_\_

Send your entry via email to [ipmainfo@ipma.org](mailto:ipmainfo@ipma.org) or Ship to: IPMA Awards Program  
103 North Jefferson Street  
Kearney, MO 64060

**Please include this form with each of your entries along with any additional information/materials that may be helpful to the judges when making their decision.**

**If you have questions, contact IPMA at 816.919-1691 ext 101**