

PLANNING
FOR
PRESENTATION CEREMONY

While you are not obliged to hold a presentation ceremony, it is highly desirable to do so. Experience has shown that if no ceremony is held, the award becomes less significant to the individuals concerned, and the employees fail to appreciate in full the recognition they are receiving.

Particular emphasis should be placed on keeping the Award ceremony short, simple and dignified. Lavish expenditures are inconsistent with the times and with the spirit of the Award, and must be avoided.

When the Award is initiated by the Army, the Award Branch, Industrial Services Division, Bureau of Public Relations, War Department, Washington, D. C., fixes a date and arranges for speakers for the ceremony--assuming that one is to be held.

When the Award is initiated by the Navy, the Incentive Division, Navy Department, Washington, D. C., fixes the date and arranges for the speakers.

A Public Relations Officer has been assigned to your company. He has been instructed by the Under Secretary of War to supervise arrangements for the presentation.