

**Persons for Others: Employee recognition roll-out and follow-up  
January 1997, Monica M. Walk**

Planning done with human resources committee; HR funds the program.

Brochure--January blanket mailing from human resources to all lakeside employees; additional quantities on hand in human resources for new employees.

▷PR (MMW): write copy, proofread; work with designer on design, paper, quantity; plot production schedule for delivery by end of December.

Nomination form--for large annual award; for inclusion in January mailing plus additional quantities.

▷PR (MMW): write copy, proof; work with designer on design, paper, quantity; plot production schedule for delivery by end of December.

Positioning article-- February *Loyola World*.

▷PR (MMW): Write and produce

Coupons--for instant recognition awards of mugs and cafeteria vouchers.

▷PR (MMW): write copy, proof; work with designer on design, paper, quantity; plot production schedule for delivery by end of January.

Poster--to showcase annual awardees, named in April, via campus displays.

▷PR(MMW): write copy, proof; work with designer on design, paper, quantity; plot production schedule.

Award--named for retired employee Kay Egan

▷HR and design to produce.

*Loyola World* follow-up--feature on Kay Egan awardees (April/May); ongoing listing to instant recognition awardees.

▷PR (MMW): Interview awardees, write and produce article; hire event photographer; collect ongoing information from HR, write and produce.