



How to
CELEBRATE
YOUR PEOPLE
AND KEEP THEM
SAFE

LEVY
RECOGNITION

INTRODUCTION

Are you planning a team celebration? Planning an event for your team can feel harrowing today, but we hope to help you feel at ease when planning your next team celebration or award ceremony.

Keep reading this guide for a look into:

What you need to prepare for your next event.

How to host an online event that dazzles your company.

Tips to making in-person events safe and fun for your employees.

Strategies to make hybrid events exciting for your staff members.

You will be well prepared to handle any event your organization wants to host by the end of this guide.



Preparing
**FOR YOUR
EVENT**

Preparing for your **EVENT**

There is so much preparation and coordination that goes into a company event, especially during a pandemic. This section of the eBook will talk you through all of the things you need to prepare for the event you want to hold with your colleagues.

Get Started Early

If you want to have a stellar event, you have to start planning early. The earlier you plan your event, the quicker you can get the ball rolling on essential event details like location, awards, event planners, etc. We have to put more energy into this for several reasons:

You want to have an event space big enough for employees to feel safe. Events have been postponed recently, so there may be greater demand for event spaces.

Shipping delays are inevitable at the end of the year with online holiday shopping. You want to make sure that all awards and recognition get to your team on time.

Not sure what to think about when planning your event? Here are a few ideas:

Budget	Online Vs In-Person	Awards	Swag/Gifts
Event Agenda	Food & Catering	Guest List	Security
Decor/Themes	Event Date	Photographers	Last-Minute Surprises

If you've ever planned an event, you know just how stressful it can be. Start adding planning to your calendar now, so you have time to take care of all the details. All the small stuff adds up when you are planning any sort of company event.

Talk With An Awards Supplier ASAP

Creating a beautiful award isn't easy. At Levy Recognition, we go through several steps before awards are shipped to their final destination.

Before you get started with an awards order, you might want to connect with a few vendors to find the right company for you. Depending on your organization's process, finding the right vendor could take weeks (or even months.) If you are looking for more than a name on a generic trophy, you need time with your vendor to design, manufacture, and ship the awards you need.

Awards shouldn't be the last item on your never-ending event to-do list. There are many benefits of recognizing your team with custom awards. You don't want to miss out on the employer branding that custom trophies and plaques provide.



Finalize The Awards You Are **GIVING OUT**

As you are chatting with your awards supplier and picking a final merchant, you should also be working internally on who will receive your company's awards.

There are many unique ways that you can choose to run your company's awards ceremony. You can select serious awards like Salesperson Of The Year, or you can brainstorm fun superlative award ideas like Most Likely To Be Muted.

If your team wants to go all out for awards this year, you might even choose to do a mixture of both to give out more prizes. To distinguish between fun awards and more serious ones, you can choose two different types of awards, like medals and trophies.



Purchasing Swag To Make Your Event STAND OUT

Everyone loves a fun commemorative item to celebrate an evening with coworkers. Another item to prepare in advance would be any swag or gifts you want to give to employees showing up at your event.

Here are some ideas for swag that you could offer your team:

- Clothing
- Coasters
- Popsockets
- Wine Glasses
- Notebooks
- Keychains
- Tote Bags
- Pens
- Ring Lights
- Water Bottles
- USB Drives
- Games

If you plan to have an online event, you could even swing for custom mailer boxes to make the event even more special for remote workers. What's better than receiving a beautifully branded package in the mail?





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Online
EVENTS

Online Event LOGISTICS

For many organizations, online events seem to be an excellent way to celebrate your team while keeping employees safe. However, online events have a bad reputation for being too stiff or not as fun as in-person meet-ups. So how do you bridge the gap and make sure that team members feel loved when watching on a computer screen?

Online Event Logistics

The first step to planning a stellar online event is to think through the logistics of hosting online. Here are some items you might want to consider for your online celebration:

Shipping time.

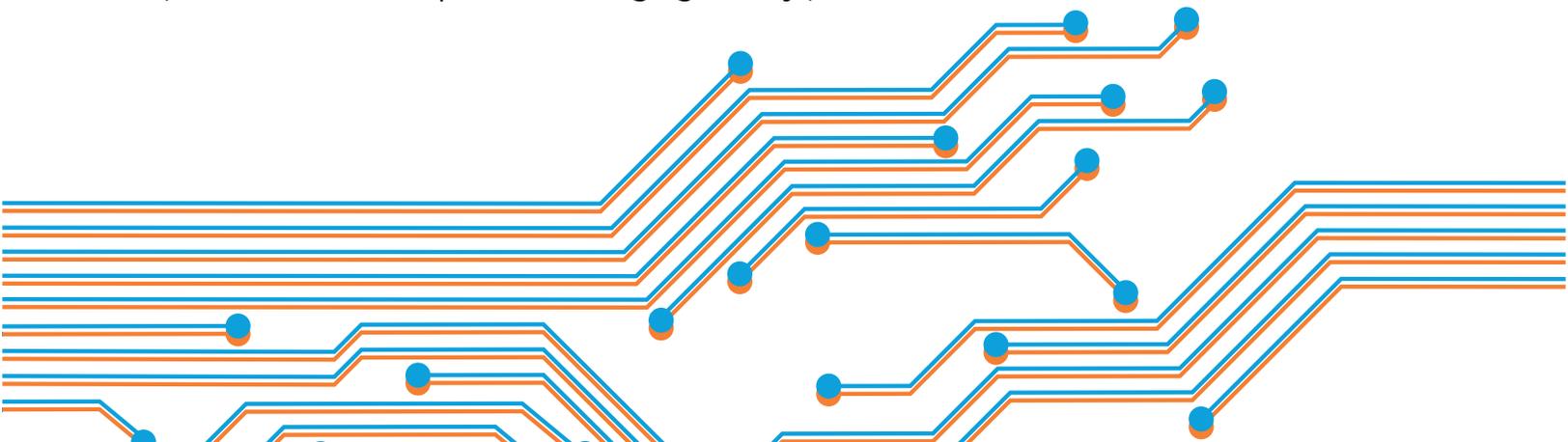
As we discussed earlier, shipping delays are bound to happen. If you are dropshipping individual awards across the country, the concern for shipping timelines is even greater.

Upgraded video conferencing accounts.

Have you ever been thrown out of a Zoom meeting because the host has a free version of the program? Online events shouldn't be put under time pressure. Make sure the event host has an upgraded video account that can handle the correct number of employees.

Host internet connection.

Your event host's internet connection should be as stable as possible to maintain the flow of the event. Walk through the event using their internet connection (and have a backup host if things go awry.)



How To Make Online Events Feel **PERSONABLE**

When connecting from dozens or hundreds of miles away, it can be challenging to make online events feel personable. Here are a few tips that will help your organization create an event people enjoy.

Use breakout rooms.

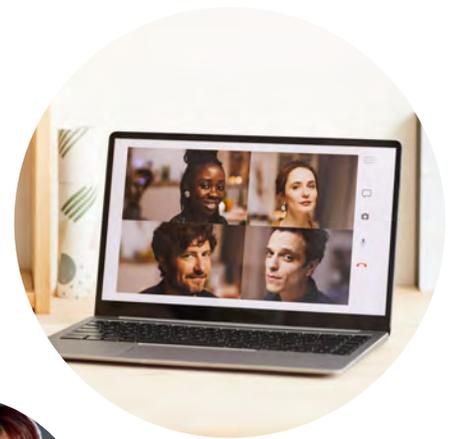
As your organization grows, having the entire event inside one virtual room can get a bit chaotic. If you don't use breakout rooms, there isn't a way to have one-on-one or small group conversations. There are moments where the large group makes sense, but add breakout rooms to your schedule for an authentic event experience.

Create hype around the event.

Employees want to feel excited about the event! To create hype, you can use fun Zoom backgrounds, create an event hashtag, and send an invitation to the event (bonus points if you send a physical invite.)

Decorate the host room.

If you want to make events feel even more special, decorate the room your host's room. Your host's room is the room that everyone is most likely to see, and it's the center of the event. Make it personal!





In-Person
EVENTS

How To Make Keep Employees **SAFE**

Next, let's cover what to expect when creating in-person events. There is so much happening in the world right now. Companies that want to throw in-person events need to be careful and set the proper ground rules, so employees feel safe and cared for.

How To Keep Employees Safe

With news about the pandemic changing every day, organizations planning in-person events need to consider how to prep their event location for the safety of employees.

Keep up with the latest CDC guidelines.

Safety guidelines are changing all the time. Keeping up with the CDC and their [COVID-19 recommendations](#) is key to a successful in-person event.

Stock up on PPE.

Employees should feel safe and protected. Stock up on PPE like gloves, masks, hand sanitizer, room disinfectant, etc. You might even want to swing for a custom mask for a nice gift for employees and their families.

Display awards safely.

A lot of people might touch the awards you give employees over the night. Try to make it as safe as possible for your employees. Make sure that you handle awards with gloves and keep them locked away when possible. You can also disinfect awards before you give them to winners.



Creating An Agenda That Works For **IN-PERSON EVENTS**

Once you have a safe area to celebrate in, ensure that the agenda matches those safety levels. Here are a couple of agenda tweaks you might want to make.

Create more buffer space for different activities.

When you want employees to keep their distance, ensure they don't feel rushed. For example, dinner might need to take longer to give everyone time to get their meals safely.

Find agenda events that require less face-to-face contact.

While your past events may have centered around face-to-face interaction, this event needs to be more spread out. You don't need to rule out every workplace discussion or game, but encourage employees to keep a social distance.

Host your event in a large space, so everyone has room to breathe.

It's okay to rent out a space that's a bit larger than you usually would. You want to give people room to groove, so try to find a larger space to host your event this year.





Hybrid
EVENTS

Keep Team Members Tuning In at Home

ENGAGED

We are dealing with an ever-changing world. Your organization might decide to host an event that's half in-person/half online, or you might have events across several satellite offices. Hybrid events can work, and we wanted to give you some tips, so your employees are taken care of (no matter where they attend the event.)

Keep Team Members Tuning In At Home Engaged

One of the most complex parts about hybrid events is ensuring that employees at home stay engaged and excited about the event. You have an obligation to create an inclusive event for team members who don't feel safe being with you in person.

Ensure the event livestream is done well.

Hire a videographer to film a livestream of the event. Make sure that employees at home can see and hear what's happening in the event hall. Request a walk-through with your videographer so you know that they can produce a quality livestream in your event location.

Designate a leader for the online event.

Having an emcee to guide employees tuning in from home through lulls in the livestream is a wonderful way to keep the employees engaged. Your online emcee can help by giving out fun prizes to online attendees, putting employees in breakout rooms, and making sure employees enjoy themselves.

Send a fun care package.

To ensure equity between in-person and online attendees, send a fun care package to online attendees with all the items given to employees in person. You can also include a few small decor items so that employees can dress up the rooms they'll be tuning in from.



Ensure That Employees At The Event

FEEL SAFE

You also need to take care of employees who are joining you at the event venue. Employees need to feel safe and comfortable joining your event in person. Here are some strategies to help:

Take temperatures at the door.

Before you let anyone in the event, do some basic temperature checks and ask about how attendees feel. If any temperatures seem high, give them a swag bag and let them know how to access the event online.

Use a large space, even with fewer employees.

Even if you have fewer attendees, try to create a big enough space for employees to move around in. You want to balance this with the needs of your videographer, but you don't want employees having an event in a cramped space.

Have an open-door policy on the event.

Employees shouldn't feel boxed in when they come to your event. Ensure that all in-person attendees know that they can leave if they feel uncomfortable or need a break. You can point them to the online event if they need to leave the party.



CONCLUSION

Hosting an event today can feel like a daunting task. There are so many considerations to make, especially because our staff members are essential to our organization. With this guide, you should feel more confident and comfortable hosting events of all types.

If you want to see how Levy Recognition can help you prepare for your next event with [stellar awards](#) and [branded merchandise](#), [request more information](#), and a Levy Recognition sales representative will contact you with more details shortly.