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101 Funny Office Awards

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Office Quarterback Award

Hereby Presented To



For Best At
Handing Off Work

Presented By

On This Day



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LARRY WEAVER



101 *Funny* Office Awards

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Larry Weaver Entertainment, LLC

Read This Before Proceeding

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How to Use this Book

Consult this section for tips, tricks, and troubleshooting advice...

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The certificates in this PDF are set to work on standard 8.5 x 11 inch paper. You do not need special certificate paper to make them look nice. Regular paper will work fine, although you may want to use a thicker paper or glossy stock to make the certificate look more professional and last longer.

You can print these certificates on any regular printer. To avoid printing the entire PDF, write down the page numbers you want to print ahead of time.

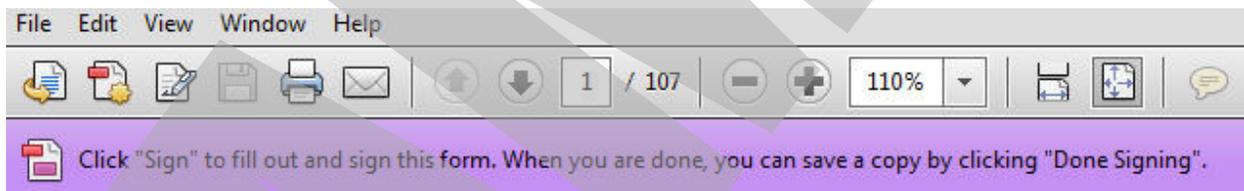
How to complete the certificates

You can customize each certificate by hand-writing it after it's printed out or by typing directly into the PDF using the latest *free* edition of Adobe Reader.

If you're having any issues at all, make sure you're using the latest version of Adobe Reader. Go back to the page entitled "Read this Before Proceeding" directly after the title page and follow the instructions.

How to sign and date the certificates

To sign and date the certificates, simply click above the lines and type your information. Do not use Adobe Reader's "Signature Tool". Just ignore any prompts that say "Signature field(s) detected".



If you see this message, just ignore it.

How to change the font selection

Using Adobe Reader, you can change some of the font selections. To do so, you will need to display the "Form Field Text Properties" menu. If you don't already see the menu, click "View > Toolbars > Properties" in the Adobe Reader menu to display "Form Field Text Properties" and then click on any form field to display and change the font selection.

How to print the file remotely

Printing these certificates in color will definitely make them look more professional. If you do not have a color printer, save the PDF to a thumb drive and take the file to a local copy shop or office supply store with a color printer.

How to copy and paste the certificates into PowerPoint

There are several easy methods for copying and pasting the awards into PowerPoint or other applications. Try the “Print Screen” key on your keyboard. If you hold down the ALT key (on Windows) while hitting Print Screen, you will select just the open window. Paste the certificate into PowerPoint and use the crop tool to make any adjustments.

If you have Windows 8, 7 or (heavens forbid) Vista, there is a great free tool already installed called “Snipping Tool” (most likely under Start > All Program > Accessories). This free screen capture tool is perfect for copying and pasting the certificates. If you need a more robust screen capture tool, I highly recommend Snagit by Techsmith.

How to use certificate jackets, frames and plaques

A certificate folder, also known as a certificate jacket or certificate holder, is a low-cost way to really dress up your funny awards presentation. Made of paper, they come in various colors and prices.

The brand most widely available is Southworth, who makes both jackets (folders) and holders. At least for Southworth, the difference is:

- **certificate folder** = certificate jacket and has a front and back flap (like a file folder),
- **certificate holder** typically only has a backing (mounted like a picture frame).

You can purchase a certificate jacket at your local office supply store or Amazon.com for close to one dollar each. They typically come in packs of either 5 or 10. Just go to Amazon.com and search for “Southworth certificate jackets”.

The certificate jacket makes the award look great even if your color printer isn’t the best or you don’t have good quality paper for your certificate.

To take it up another notch, use a **certificate frame** (similar to a picture frame — and some picture frames will work nicely). You can also purchase **plaques** that allow you to slide the certificate right in. These methods will ensure your certificates will continue to bring laughs for years to come.



Southworth certificate folder



Picture frame

Introduction

You can skip this section if you're easily bored...

.....

The office: it's a place to earn an honest living, a place to use your skills and best of all, a place to spend hours surfing for useless junk on eBay™ and get paid for it. But within every place of business, there comes a time when it becomes necessary to give those who toil there a “thank you” that's bigger than just dental coverage. And that's where the Employee Awards Ceremony comes in.

Don't worry; this gathering won't be uptight in the least. You won't have to make a trip to the creepy tuxedo store in the dark corner of the mall, and Joan Rivers won't be cracking on people's outfits on the red carpet outside.

This ceremony is all about having a good time, and at the same time showing some gratitude for those who are down in the cubicle trenches with you every Monday through Friday. But most of all, it's about fun.

Sure, you could gather everyone together in some conference room and hand out plaques reading “Best Salesman” or “MVW” (Most Valuable Worker), but where's the fun in that? Funny awards are where it's at. They give thanks while simultaneously making sure everyone has a good time. Your employees don't want to sit through a dry presentation any more than you want to give one. We all suffer enough at our jobs without the supposedly fun times adding to the misery.

So how, you ask, do you put on a lively presentation that will be a guaranteed good time for everyone in the office? Just by purchasing this book, you're halfway there. Everything you need to know about organizing a ceremony is here with plenty of helpful tips. And most important, you'll get 101 awards certificates that will be appropriate for everyone around the office, no matter the employee or the type of business.

So put your phone straight to voicemail, grab a highlighter, hit the snack machine for a bag of Funyuns and let's get started.

Acknowledgements

I was fortunate to make some incredibly talented friends while attending the University of North Carolina. Thanks to my long-time writing partners Reed Tucker, Andy Bagwell, Scott Brown, David Drake, and Bryan Tucker. Other contributors include my wife Mariana, Ted Hobgood, Adam Bianchi, Marc Gainey, and the creative and inventive visitors to www.FunAwards.com.

Finally, thank *you* for purchasing the Awards. I hope they bring you and your colleagues a lot of laughs!



Presenting the Awards

Learn how to make your awards presentation memorable...

Make your awards ceremony as grand or as modest as you like. It doesn't matter. In this case, it's all about getting together and having a good time.

Before the event, line up an emcee to keep the show flowing. If your budget allows, hire a professional comedian to host the awards ceremony. Have the comedian perform a short stand-up set before handing out the Awards. It will be just like having your own Oscar party!

If you don't want to hire a professional comedian, ask someone who's personable from the office to handle the duties. Or ask each department head to give out the awards within his or her department.

Classic Presentation

In the traditional award presentation you announce the award first and then announce the winner. This works well in large groups with a formal awards ceremony. The pomp and circumstance that goes along with creating your own awards show really makes for an unforgettable event.

Alternate Presentation

An alternate way to present the awards is to announce the winner first, and then reveal the award. This works great for smaller groups or more informal gatherings. Get the winner in front of the group with a round of applause ("This next award goes to Pat Smith!"). Then lead into a funny story or unique characteristic about that person. Finally, reveal the name of the award for the big payoff. A simple exchange may go like this:

"Pat, you're known around the office for a lot of things [this buildup alone may elicit laughter]. But perhaps you're best known for your unique ability to always lose paperwork. So we're proud to present you with this prestigious award, The Bermuda Triangle Award — for the desk where things go in but never come out!"

You can also switch back and forth between classic and alternate presentation styles. Use whichever method works best for your situation.

Insider Tip:

Keep everything, from the opening remarks to the acceptance speeches, short. The event should move along at a crisp pace.

Presentation Ideas

Use these low-cost touches to make your awards show truly memorable:

- Set up a red carpet outside the meeting space (check your local remnant store for deals).
- Station a photographer to pose as paparazzi as guests arrive.
- Serve “mocktails” to make the evening festive.
- Have a professional comedian or someone funny serve as the emcee for the event.
- A customized PowerPoint presentation with the winners’ photos makes a big impact.
- Hook your laptop into the sound system and play music as people come up to accept the awards.
- Get a photographer to take pictures of all the winners as they accept their awards. Everyone loves pictures of themselves!

Insider Tip:

Have an assistant. Let the emcee stick to emceeing and have an assistant help with handing out the certificates. A well-paced awards ceremony is a two-person job.

Hiring a Comedian

If you’re going to hire a comedian to emcee your event, be sure to find an act that’s both clean and experienced at office events.

You’ll need an act with wide appeal that won’t offend anyone in the audience. After all, if the performer offends your crowd, it doesn’t reflect well on you or your company!

There are thousands of club performers across the country, but only a handful that can do a clean show appropriate for a corporate environment. Remember, you’re not just paying for the jokes they tell – you’re paying for the jokes they don’t tell.

Insider Tip:

Pick up a FREE copy of “How to Hire Comedians” at www.larryweaver.com/comedians

Choosing the Recipients

How to figure out who gets an award...

If you've got a small group, it's fine for everyone in attendance to get a funny award. But if you have more than 25 or so potential recipients, you may not want to hand out awards to everyone. Remember: you want things to move along at a crisp pace.

So how do you know who's going to get an award?

First, put together a selection committee of 2-3 people who know most everyone in the office. The key is not to do this alone. You need a group to suss out the recipients' vulnerabilities and personalities. Something you might consider hilarious, they might consider offensive.

A committee also protects you from shouldering all of the responsibility should something go wrong. If something falls flat, you have the comfort of knowing you ran it past your committee.

When picking awards, remember that the intent here is to have fun — not to embarrass. Make sure you have the biggest characters in the office covered. The awards ceremony will only be as good as the winners, and an event filled with boring acceptance speeches won't be much fun for anyone.

Again — and I can't stress this enough — only give the funny awards to those with a sense of humor who don't have any problem poking fun at themselves. You don't want to turn into Michael Scott from *The Office*.

Insider Tip:

One method that works well is to make a list of everyone you'd like to give awards to, and then find an award that's suitable from the list of options.



Give awards to your audience members that have the best sense of humor.

Tipping People Off Ahead of Time

If you're worried at all that your award may embarrass the winner, you can always tip that person off ahead of time. It won't ruin the presentation. Remember, the idea is to create an entertaining presentation for the entire audience – not just to surprise one person.

Telling the winner ahead of time will allow that person to voice any objections, and will give them time to prepare a funny speech if they choose to do so. Everyone else will still be surprised and entertained when the award winner is announced, and you won't have to worry about any potential awkward moments!

Ideas For The Really Tough Ones

Let's say you want to give an award to everyone, but there's one person with no sense of humor that you can't think of anything good to say about. What do you do?

Start by thinking about their hobbies or interests. Are they a huge sports fan? Do they love their dog? Are they nuts about knitting? If the answer to any of these is "yes", you're in business. Just give them an award that acknowledges their passion: Biggest Syracuse Football Fan, Best Dog Lover (well, maybe reword that a bit), Best at Needlepoint. It might not be hilarious, but it gets them an award without mentioning any personal characteristics.

You can also award their environment. Think about their desk, chair, office, etc. Give an award for Neatest Desk, Brightest Workspace, or Most Inviting Office. Here again, you've given an award to someone without bringing up any personal traits.

Mission accomplished.

Insider Tip:

I've emceed events where the hosts wanted to give out 50 awards. It would have taken all night to call everyone up on stage one-by-one. Instead, I picked the 15 funniest award and had fun with those folks. Throughout the presentation, I read off the other 45 awards and left the certificates up front for folks to pick up on their way out.

Using The Ballot Form

The two-page ballot form in this PDF allows you to collect input without ruining the surprise of the award name. Print out the two-page ballot form in this PDF to easily collect votes. Or copy and paste the text from the ballot form into a Word document or email for ease of distribution. Note that the award numbers correspond to the page numbers in this PDF.

Using Humor in the Workplace

Humor works wonders in the office — if you know what you're doing...

Funny Awards for Work are a great way to liven up an office party, company meeting, or just the daily routine. But how do you incorporate funny workplace awards while ensuring everyone has a good time?

CIO magazine outlines the benefits of workplace humor in their article, [Humor Does a World of Good in the Workplace](#). They suggest that humor needs to come from the top down.

“Managers need to set the tone for levity. The first place to start is by looking in the mirror.”

As someone who has hosted dozens of workplace awards ceremonies across the U.S., I couldn't agree more. I always encourage the organizations to kick off the funny work certificates presentation with someone in a managerial role. It lets workers know that it's OK to laugh at the awards.

The best funny workplace awards are the ones that hit closest to home. The article points out, “Whether it's the suck-up employee, the bottleneck-causing boss or the showman-style CEO, every workplace has its foibles.”

My suggestion for creating funny award categories for work is to start with the biggest “characters” in your workplace. Pick out the co-workers who will relish the spotlight. Make a list of what are they known for. Examples include always being late, eating other people's food, and extending meetings. Use these characteristics to create your list of funny work award ideas.

The article does caution that some topics should be off limits. “Of course, some things should not be made light of in the workplace—a person's faith, ethnicity or sexual preference. Jokes on these issues may provoke hurt or cause harm. When in doubt, keep your mouth shut.”

Insider Tip:

Avoid using humor as a passive-aggressive way to shame employees on a real performance issue. Someone who is “never on time” is funny if everyone is in on the joke. But if it's a real issue, it needs to be handled privately with the employee.

Creating Your Own Awards

Can't find just the right award in this collection? Here are some ideas for coming up with your own...

We've made it easy to modify existing awards and create your own awards. You can type directly onto the certificate template and add your own message before printing. Within seconds you'll have a unique award that will bring smiles to everyone!

Just don't take your inspiration from The Dundies that Michael Scott handed out on NBC's The Office. His selection ranged from boring (Pam won the "Whitest Sneakers Award") to the inappropriate (Kevin took home the "Don't Go in There After Me Award").

Embarrassing Moments at Work

A great source of inspiration for funny awards comes from some of the most embarrassing moments at work. Whether it was walking into the wrong bathroom, wearing two different shoes to the office, or getting locked in the copy room, these humorous stories become the stuff of office legend.

At one Christmas office party I hosted for a propane gas company, a worker's truck had broken down. He pulled off the road and left the truck in the first available parking space. Turns out he left the truck right in front of... you guessed it – a strip club!

His boss took pictures of the worker's truck in front of a strip club and they're still laughing about it nearly a year later. That story and picture will live on in office folklore forever.

A survey by OfficeTeam revealed managers' [Most Embarrassing Moments at Work](#). Some of the more familiar situations included:

- Getting locked in the office,
- Going into the ladies' bathroom by mistake,
- Answering the phone using the wrong company name,
- Sending a job offer to the wrong candidate,
- Wearing bathroom slippers to work while in a rush.

Robert Hosking, executive director of OfficeTeam, encourages you not to fret. "Using humor can help you recover from uncomfortable situations. Occasionally showing a little vulnerability on the job also can make you appear more accessible and approachable to colleagues."

Award Idea:

What humorous situations have happened at your workplace?

Funny Quotes

Another great source of humorous office awards are funny quotes. The funniest quotes are typically misquotes. Perhaps your President hilariously mixed up the company slogan during a big motivational speech. Instant classic!

Award Idea:

What was the funniest quote or misquote at your organization over the past year?

Overused Phrases

Overused phrases are rampant in the workplace. They range from archaic industry jargon, to indecipherable acronyms, to “clever” phrases cooked up by management to motivate employees.

A former boss of mine used a NASCAR-inspired quote in a big rallying speech - “Keep turning left.” You can imagine the fun we had with that phrase.

Award Idea:

What overused phrase do your co-workers make fun of?

Special Occasions and Holidays to Give Awards

Use the included blank templates for making up your own awards for holidays and special occasions. Here are a few occasions worth noting on your calendar:

- Employee Appreciation Day - first Friday of the month of March
- Fun at Work Day - April 1
- Volunteer Recognition Day - April 20
- Administrative Professionals Day - Wednesday of the last full week of April
- Boss’s Day - October 16

Insider Tip:

Here are a couple of good ideas if you come up for a great reason for an award, but can’t think of a funny title: 1) leave the title area blank and just write in the reason, or 2) write in “Award Certificate” in the title field.

Share Your Ideas!

If you have ideas for funny awards or would like to share pictures of your awards, please share:

Email larry@funawards.com

Facebook <http://www.facebook.com/funny.awards>

Twitter <http://twitter.com/funawards> (@funawards)

And subscribe to our YouTube channel for tutorials and the latest product updates:

YouTube <http://www.youtube.com/user/funawards>



Award Nominees

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|---------------------------------------|--------------------|
| 18. passes off work to others _____ | 49. [HIDDEN] _____ |
| 19. protective of cubical space _____ | 50. [HIDDEN] _____ |
| 20. won't commit _____ | 51. [HIDDEN] _____ |
| 21. loses paperwork _____ | 52. [HIDDEN] _____ |
| 22. extends meetings _____ | 53. [HIDDEN] _____ |
| 23. surfs the Internet _____ | 54. [HIDDEN] _____ |
| 24. dresses casually _____ | 55. [HIDDEN] _____ |
| 25. devours break room food _____ | 56. [HIDDEN] _____ |
| 26. social networker _____ | 57. [HIDDEN] _____ |
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About the Author

Larry Weaver is a professional comedian, entertainment booking agent, and creator of the Fun Awards Show.



Larry grew up in the tiny mill village of Saxapahaw, NC, and started performing at a young age. After majoring in accounting at the University of North Carolina, he left his CPA dreams behind to tour across America with improv comedy group **Selected Hilarity**.

He went on to share the stage with “Weird Al” Yankovic, Faith Hill, Ray Romano, and Chris Rock – just to name a few.

Upon going solo, Larry released three CDs of funny songs and commercial parodies. These albums spawned such morning radio hits as “Grandpa’s Gone Gangsta” and “Ghost in the Trailer,” a hilarious tale about a family terrorized by a redneck ghost.

In his comedy show, Larry jokes about growing up in the South, marriage, junk food, household insects, and more. Good, clean fun!

Over the past 20 years, Larry has performed well over 1,000 live shows for corporate events, colleges, Chamber of Commerce banquets, churches, comedy clubs and conferences across 37 states.

Larry launched **Larry Weaver Entertainment** booking agency to capitalize on his growing success. The company has a stellar reputation across the United States for providing 100% clean comedians and funny speakers for corporate meetings and special events.

To contact Larry Weaver, call (919) 926-8649 or e-mail larry@funawards.com

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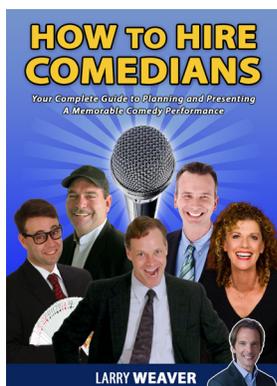
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Why Funny Office Awards?

The office: it's a place to earn an honest living, a place to use your skills and best of all, a place to spend hours surfing for useless junk on eBay™ and get paid for it. But within every place of business, there comes a time when it becomes necessary to give those who toil there a “thank you” that's bigger than just dental coverage. And that's where the Employee Awards Ceremony comes in.

Everything you need to know about organizing a ceremony is here with plenty of helpful tips. And most important, you'll get 101 awards certificates that will be appropriate for everyone around the office, no matter the employee or the type of business.

About the Author

Larry Weaver is a professional comedian and creator of Funny Awards. For over 20 years, Larry has delighted audiences across America with a mix of down-home tales and clean, original comedy. He has performed over 1,000 shows at comedy clubs, colleges and corporate events in 36 states, and has shared the stage with entertainment legends Chris Rock, Ray Romano, Faith Hill, “Weird Al” Yankovic, and many others. You may have heard him on *Blue Collar Radio* or *Laugh USA* on Sirius XM Radio. To see more of the work Larry does, or to contact him, visit www.FunAwards.com



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