



AMERICAN ART STUDIO

Calligraphy & Custom Designs

PREPARING TEXT FOR A SCROLL OR AWARD

Use this as a check list when organizing your thoughts. This work is often hand lettered and can include exquisite illumination (see *Illumination for Dummies*). A typeset, computer generated solution is useful if the award will be given on a regular basis.

1. Who is giving the award?
 - a. organization, company, school, corporation
 - b. should a logo be included? would specific colors be appropriate?
 - c. is logo available in a computer format (preferably as an Illustrator EPS file)?
2. Why is award being given?
 - a. in appreciation
 - b. as a testimonial or memorial
 - c. for a service
 - d. for accomplishment; length of employment
 - e. retirement
3. Who is receiving the award?
 - a. full name of recipient
 - b. does recipient have a title?
4. Include a description of the meaning of the award, and/or events that led to the award being given
5. Will a corporate seal be affixed?
6. Will award be signed?
 - a. full name, title
7. Date of presentation.