



## Step 1. Determine your company size.

Categories are based on company-wide employee count, including parent company and all subsidiaries, in and out of Wisconsin. Do not include temporary employees. Breakdown is as follows:

- 1-99 employees
- 100-249 employees
- 250-499 employees
- 500+ employees

MOTY sponsors will verify total employee count and reserve the right to modify your category placement. Contact Hannah Brylow at 414-777-5378 with questions regarding your company's category.

## Step 2. Tell judges your story. Include the following items in a profile of your company:

### 1. Company introduction

In 500 words or less, introduce the company and tell us why it deserves to win.

### 2. Product & manufacturing description

Describe what you manufacture and how you make it. Use this section to explain what sets you apart from other manufacturers. Explain your best practices, innovations and unique processes. (1-2 pages)

### 3. Operational excellence, and workplace safety & continuous improvement

Examples of excellent practices including your workplace safety best practices will help paint a picture of your company. Please upload a copy of your most recent OSHA Form 300A. If you do not have a Form 300A or would like to provide additional information about your exemplary safety record, please upload other documents you feel would help the judges understand your safety culture and safety record. (1-2 pages)

### 4. Management philosophy & employee commitment

Highlight the involvement of all levels in your organization and describe your commitment to developing your people. (1-2 pages)

### 5. Community support, stewardship & involvement

Have you received other awards or recognition? What are you doing to improve your community? Tell us about it. (1-2 pages)

### 6. Financial stability

You do not have to wait to experience tremendous growth or overcome adversity to submit an application. Many winners in the program's history have simply been well-run, solid performing manufacturers.

It is important that the judges understand that a company is financially sound. This is the portion of the application where the judges will review the overall financial health and stability of the company. All information submitted will be kept confidential. Confidentiality agreements will be signed by the judges prior to review of any submitted materials. Submission of lengthy financial reports is not necessary, but concisely demonstrating stability and profitability are extremely relevant from the judges' perspective in the overall review and selection of winners. Nominations that do not include this information will not be considered for an award.

We suggest submitting the following pieces of information for the past financial year and YTD: Balance Statement, and Revenue and Expenses. Since a company will be placed in a category based on the demographics of its parent company, please send the same financial information for the parent company as described above.

If you have a parent company that is private and complete financial information is not available, please provide at minimum the company wide employee count and parent company's annual revenue in addition to the above explained financials for your respective division, subsidiary, unit, etc. An explanation of your organization's relationship with the parent company is required.

A summary of items in a chart or graph format is extremely helpful to help illustrate your story to the judges. For example, you may want to include graphs to illustrate the company's revenue and expenses for prior fiscal year vs current fiscal year to date.

Your outside auditor is welcome and encouraged to submit a letter of recommendation for the judges to review and consider, either with the nomination, or separately. Your auditor should focus on the growth and overall stability of your company. We see this component as being more as a form of the auditor's recommendation in a narrative format a letter from your outside auditor is not required but highly recommended.

Attach required items: Balance statement, Revenue and Expenses

Attach recommended items: graphs, charts, letter from your auditor

(2-4 pages)

#### 7. Digital artwork/attachments

As a nominee for this prestigious award, your company will be presented at the awards banquet in a video and on a large format poster. The following artwork files must be high resolution and files large in size in order to print clearly at a large scale. Questions relating to artwork files can be directed to the MOTY coordinator by calling 800-362-7301 or through email.

##### **Digital artwork checklist:** (300 dpi jpg and printable at 4" x 6")

- Photo of top company executive
- Photo of company exterior
- Photo of product(s)
- Photo of manufacturing floor/manufacturing process
- Company logo (preferred file format exception: Illustrator eps vector art is best format for logo; 300 dpi jpg if eps vector art is not available)
- Photo of employee groups optional

**Step 3. Visit [www.wimoty.com](http://www.wimoty.com) to complete the online application process and for instructions on how to submit all accompanying materials.**

#### **Step 4. Attend the Banquet February 20, 2025!**

Anywhere from 400 to 500 nominees, nominators, key employees, and other industry executives typically attend the black-tie award banquet. All nominees will receive information in January on how to register.

**This annual awards program is sponsored by**

