

# Be A Star

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Welcome to our Be A Star toolkit guide – packed with useful assets, tips and info to help you nominate, thank and congratulate your colleagues.

# Toolkit guide



See a star?  
Scan here to  
nominate them.



# Contents

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Building a true culture of reward and recognition means regularly taking the time to appreciate one another – the more you call out your colleague's achievements, the more natural it becomes!

So, take a look through this handy guide and discover some ideas to get you started...

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**Be A Star Winner**  
Aloha Solis,  
Corporate Receptionist  
from Rapport



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# Ways to get your team involved

Be A Star helps you celebrate and reward someone for their achievements, hard work or a job well done.

We have developed a series of assets to help promote and bring awareness to the Be A Star campaign.

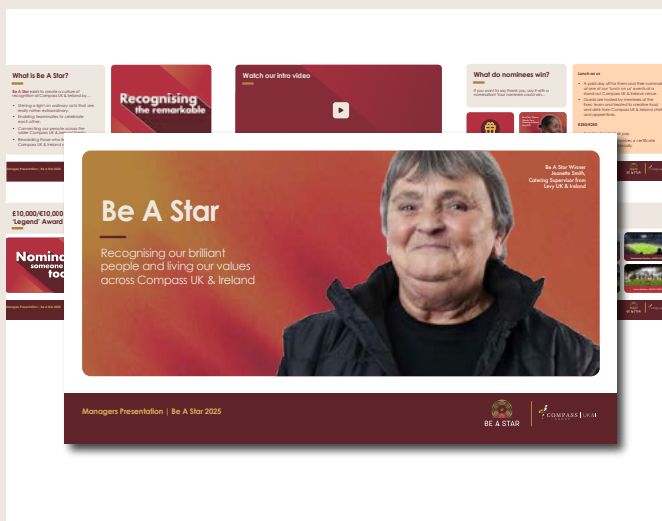


## Posters

It feels great to be recognised, so why not share the importance of nominating within your workplace? The posters in the Be A Star toolkit can be easily printed off and displayed in your unit to encourage more colleagues to nominate.

## Be A Star 2025 Calendar

Our customisable Be A Star calendar celebrates the achievements of our incredible winners and nominators. Inside, you'll find key dates for upcoming nomination cycles, to remind you to nominate and tell us about your brilliant teammates.



## Manager's presentation

Bring some extra energy to your next team meeting or huddle by sharing the Be A Star presentation! Inside, you'll find event highlights, winners stories and an inspiring video featuring some of our fabulous winners that helps to highlight the impact of Be A Star.



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# Ways to get your team involved

## 'Star suggestion' card

These handy cards make it even easier to create a positive culture of recognition in your unit.

If you are unable to complete your nominations online, you can fill out a 'Star suggestion' card and ask your General Manager to submit it for you via the official online form. There's an easy-to-print A4 version too!



## Ways to nominate

We've created a simple, step-by-step guide to make the nomination process easy.

[Click here](#) to read our nomination guide and discover how you can shine a light on your colleagues' amazing achievements...

## Any questions?

If you have any other questions or feedback about Be A Star, we would love to hear from you.

Just drop Sarah an email at [sarah.scott@compass-group.co.uk](mailto:sarah.scott@compass-group.co.uk)



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# Ways to say thank you

## To use any of these assets:

Simply download from the Toolkit here: [www.compassbeastar.com](http://www.compassbeastar.com) Then fill them in, save as a png and share with your colleagues!

### 'You've been nominated' note

Celebrate your colleagues by nominating them for a Be A Star award! Once you've submitted your nomination, surprise them with an 'I've Nominated You!' note to let them know they're shining bright.



### 'Thank you' note

Brighten someone's day and share your appreciation with one of our digital 'Thank you' notes to let your colleague know how much their help and support mean to you.

### Nominee's spotlight

Being nominated for a Be A Star award is a huge achievement in itself! So why not use our Nominee's spotlight template to shout about your superstar colleague's nomination?



### Winner's spotlight

Celebrate your colleague's winning moment on social media using our Winner's spotlight template!



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# Thank you

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If you have any other questions or feedback about Be A Star, we would love to hear from you. Just drop Sarah an email at [sarah.scott@compass-group.co.uk](mailto:sarah.scott@compass-group.co.uk)

# Nominate someone today



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