



# OPERATIONS HIGHLIGHT



Written by Lakethia Tolen

The Engraving Department is located on the second floor of the Decatur office and mainly produces trophies, awards and plaques. As of late, the Engraving Department has incorporated into the department the production and selling of promotional items such as key chains, cups, coffee mugs, tumblers and banners with the assistance of the Screen Plant. The Engraving Department currently has a contract with the City of Atlanta and services all Clayton County Parks and Recreation. In addition to providing awards for two of the major cities in the Metro area, the Engraving Department also provides merit and retirement awards for all state, county and city agencies including MARTA, and the new city of Stonecrest.

The department is headed by Lakethia Tolen (Plant Manager) and Kizzy McKinley (Supervisor). There are two residents from the Atlanta Transitional Center (ATC) assigned to the department who participate in on-the-job-training. The residents get hands-on training in graphic design using Corel Draw, small press operations, wood cutting and wood assembly.

Since January 2019, the Engraving Department has produced over 60,000 trophies, awards, plaques and promotional items. The most recently acquired equipment is the sublimation mug press. The sublimation press allows the Engraving Staff to dye sub (a chemical/gas heat transfer process) on materials such as plastic, aluminum, acrylic and fabric. With this equipment, the department was able to produce 500 full color mugs in three days for the Women's Department of Veterans Services.

## Production Facts

**60,000**

Since January 2019, the Engraving department has produced over 60K trophies, awards, plaques and promotional items statewide.

**500**

In June, the Engraving department produced over 500 sublimated coffee mugs for the Women Veterans' Office.