CRNA Week Planning Checklist

January 17-23, 2027 | gifts, food and thank-yous for the anesthesia team

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888-212-5501

1. Key dates

Step	Target	Done
Request quotes	Late Nov to early Dec	
Approve the free proof	By Friday, December 11	
Gifts in your hands	Friday, January 8	
CRNA Week starts	Sunday, January 17	

2. Before the week

- [ ] Headcount for every shift
- [ ] Per-person budget approved
- [ ] Gift chosen and logo file ready
- [ ] Food plan for each shift
- [ ] Thank-you notes collected
- [ ] Announcement written

3. During the week

- [ ] Gifts handed out on day one
- [ ] Spotlight or story shared daily
- [ ] Leadership visit scheduled
- [ ] Night and weekend staff covered
- [ ] Photos taken (with permission)
- [ ] Thank-you email sent after

4. Day-by-day plan

Day	Idea	Who is in charge
Sunday	Leader visit with cards and gifts for weekend crews	
Monday	Breakfast before first cases	
Tuesday	Hand out the "One thing I learned from you" notes	
Wednesday	"Ask a Nurse Anesthetist" table at lunch	
Thursday	Night shift meal at the hour the night lead picked	
Friday	Share resident and preceptor answers	
Saturday	Second leader visit and treats for weekend crews	

5. Budget

People	Per person	Total
_____	_____	_____

6. Thank-you note from leadership

Suggested line: *Thank you for keeping our patients safe. Happy CRNA Week!*

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