EMS Week Planning Checklist

May 16-22, 2027 | plan thank-yous for every station and shift

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1. Key dates

Step	Target	Done
Choose gift and ask for a free quote	March 21	
Approve the free proof	April 4	
Gifts in your hands	May 9	
EMS Week starts	May 16	

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	Cookout at the station for families.	
Monday	Breakfast delivered to each station.	
Tuesday	"Thank a Medic" cards from local schools.	
Wednesday	Hospital ED hosts a snack table for arriving crews.	
Thursday	Community CPR class.	
Friday	EMS recognition day: awards and gifts.	
Saturday	A moment of remembrance for fallen EMS professionals.	

5. Budget

People	Per person	Total
_____	_____	_____

6. Thank-you note from leadership

Suggested line: *Thank you for answering the call. Happy EMS Week!*

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