Lab Week Planning Checklist

April 18-24, 2027 | plan food, gifts and thank-yous for every shift

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1. Key dates

Step	Target	Done
Choose gift and ask for a free quote	February 21	
Approve the free proof	March 7	
Gifts in your hands	April 11	
Lab Week starts	April 18	

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/Monday	"Happy Lab Week" breakfast and banners.	
Tuesday	Lab-themed trivia: pathogens, famous scientists, lab slang.	
Wednesday	"Lab Coat Day": decorate a lab coat, and the best design wins.	
Thursday	Potluck or catered lunch, delivered to the lab.	
Friday	Gift day plus a thank-you note from hospital leadership.	
Weekend	Treats for weekend and night staff.	

5. Budget

People	Per person	Total
_____	_____	_____

6. Thank-you note from leadership

Suggested line: *Happy Lab Week 2027: you make the diagnosis possible.*