Medical Assistant Week Planning Checklist

October 18-22, 2027 | Recognition Day is Wednesday, October 20

Promotional Product Inc
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1. Key dates

Step	Target	Done
Choose gift and ask for a free quote	August 23	
Approve the free proof	September 6	
Gifts in your hands	October 11	
Medical Assistant Week starts	October 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
Monday	"Happy Medical Assistant Week" breakfast.	
Tuesday	Provider thank-you notes.	
Wednesday (Recognition Day)	Catered lunch and gift.	
Thursday	Fun awards: "Fastest Rooming," "Best with Kids," "Calmest Front Desk."	
Friday	Early finish or a coffee cart.	

5. Budget

People	Per person	Total
_____	_____	_____

6. Thank-you note from the providers

Suggested line: *Thank you for everything you do. Happy Medical Assistant Week!*