PA Week Planning Checklist

October 6-12 | thank-yous for your physician assistants

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1. Key dates

Step	Target	Done
Choose gift and ask for a free quote	August 11	
Approve the free proof	August 25	
Gifts in your hands	September 29	
PA Week starts	October 6	

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
Day 1 (Oct 6)	Breakfast and a "Happy PA Week" welcome sign.	
Day 2	Physician thank-you notes.	
Day 3	PA spotlight posts on your channels.	
Day 4	Catered lunch.	
Day 5	Gift day.	
Days 6-7	Treats for weekend and on-call PAs.	

5. Budget

People	Per person	Total
_____	_____	_____

6. Thank-you note from the physicians

Suggested line: *Thank you for the care you give. Happy PA Week!*

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