Surgical Tech Week Planning Checklist

Third full week of September | plan around the OR schedule

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1. Key dates

Step	Target	Done
Choose gift and ask for a free quote	July 25	
Approve the free proof	August 8	
Gifts in your hands	September 12	
Surgical Tech Week starts	September 19	

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	Breakfast in the OR lounge.	
Tuesday	Surgeon thank-you notes posted in the lounge.	
Wednesday	"Guess the Instrument" game.	
Thursday	Catered lunch.	
Friday	Gift day.	
Weekend	Treats for call teams.	

5. Budget

People	Per person	Total
_____	_____	_____

6. Thank-you note from the surgeons

Suggested line: *Every count, every instrument, every case: thank you. Happy Surgical Tech Week!*