

RETIREMENT PARTY CHECKLIST

6-8 WEEKS

- ☐ Pick Date and Time (2 hours)
- ☐ Reserve Date with Hod, Zac, John, Joe or Wade for Presentation
- ☐ Reserve Community Room or Space
- ☐ Request Invitation List from Retiree

5-6 WEEKS

- ☐ Fill out Marketing Collateral Request Online
- ☐ Order Cake/Cookies, Flowers or Other Gift Item
- ☐ Purchase 18x24 Black Frame & 19^{5/8} x 12^{5/8} Gray Mat

2-3 WEEKS

- ☐ Mail Invitations
- ☐ Email Company Announcement to Associates
- ☐ Order Other Party Supplies: tablecloth, utensils, napkins, cups, sign-in book, basket for cards, etc.



*Platte Valley
Companies*