Planning Our Celebration

School/Department/Office/Team: ____________________________________________

What are you celebrating?

____________________________________________________________________

____________________________________________________________________

Why are you celebrating?  How will this celebration support your strategic goals/mission?

____________________________________________________________________

____________________________________________________________________

Action Plan

<table>
<thead>
<tr>
<th>How will you celebrate?</th>
<th>Who will be responsible for planning each step?</th>
<th>When will the celebration take place?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What action steps need to be completed?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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