



Petal & Paper

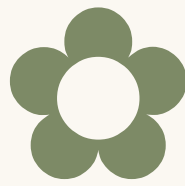
YOUR FREE PRINTABLE

Retirement party planning checklist



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R E T I R E M E N T P A R T Y

party planner

Retiree · _____ Years served: ____ Date: ____

Format · Workplace ☐ Family ☐ Combined ☐ Surprise ☐

Venue · _____ Catering: ☐ Budget: £____

Guest list · Colleagues: ☐ Family: ☐ Old friends: ☐ Total: ____

Tribute / speech · Speaker: ____ Duration: ____ Prepared: ☐

Memory book / gift · Contributions collected: ☐ Framed: ☐
Budget: £____

On the day · Flowers: ☐ Photo display: ☐ Music: ☐ Drinks: ☐

C E L E B R A T E T H E Y E A R S · H O N O U R T H E
P E R S O N · M A K E I T M E M O R A B L E

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