TEAM GIFT PLANNER

An internal holiday gift, planned like a project: headcount, budget, personalization, delivery.

55printing.com free worksheet

STEP 1 - HEADCOUNT AND BUDGET

- Total employees: _____ Plus clients/family copies: _____
- Order qty (pad 5-10% for new hires): _____
- Gift budget per person $_____ x qty = $_____

STEP 2 - WHAT GOES IN IT

- Company dates baked in: holidays, retreats, pay periods, open enrollment
- Team photos or employee art per month: ___ of 12
- A real letter from leadership on the inside cover
- Personalization level: same for all / team name / individual name

STEP 3 - DELIVERY

- Hand out at holiday party / mail to homes / desk drop: circle one
- Remote staff need mailers: _____ addresses confirmed
- Arrival target date: _____ Order-by date (back up print + ship): _____

STEP 4 - THE TOUCH THAT MATTERS

Employees keep what feels made for them, not made for customers. Swap product shots for people: the shop floor, the team, the year in photos. The company dates page is what makes it a gift instead of swag.

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