



School Communicators Day Office Celebration Checklist

Make your school communicator feel valued with a simple, thoughtful celebration for School Communicators Day.

Print & Display

- ☐ Table Tents – Place “Happy School Communicators Day” table tents around the workspace or celebration area.
- ☐ Door Hanger – Hang on the office door to mark the day and celebrate their contributions.
- ☐ Cubicle Sign – Display on a cubicle wall or desk to invite appreciation from others.
- ☐ Zoom Background – Use during virtual meetings to show recognition in a fun, visual way.
- ☐ Digital Signage Slide – Display throughout the school or district to spread the celebration.

Add a Personal Touch

- ☐ Decorate the Workspace – Balloons, streamers or flowers make it feel like a true celebration.
- ☐ Write a Thank-You Note – A handwritten message from leadership or colleagues goes a long way.
- ☐ Host a Quick Team Gathering – Celebrate with coffee, cupcakes or kind words.
- ☐ Encourage Drop-By Appreciation – Invite others to stop by and say thank you in person.