

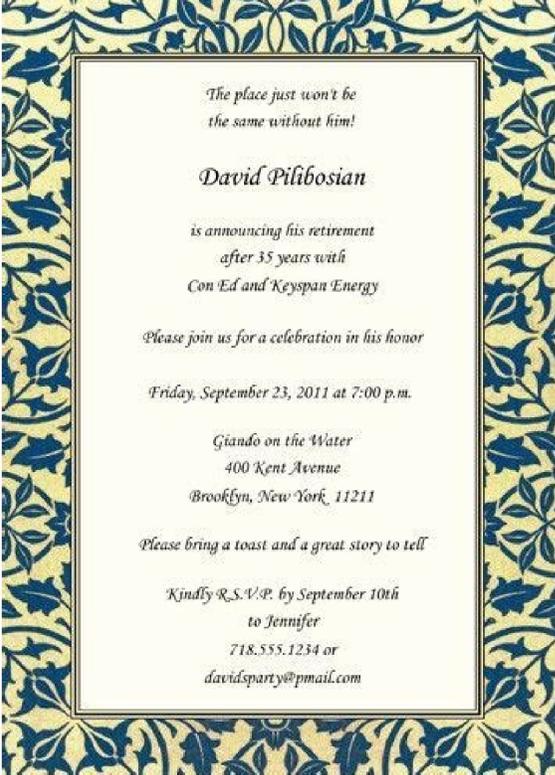
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## Sample agenda for retirement party

**Sample program flow for retirement party. What to serve at a retirement party. Sample welcome address for retirement party. Sample menu for retirement party.**

Being tasked with planning a party can be daunting, but it doesn't have to be as time-consuming as you may think! The key factor to focus on is the guest of honor, the retiree! Keeping their interests in mind will help you focus and reduce the overwhelm throughout the office retirement party planning process. The whole goal is to give them a memorable retirement celebration! By following a checklist and using helpful planning tools, you can have an enjoyable planning experience that doesn't take too much time. We've broken down the office retirement planning process into 10 time-saving steps and provided some retirement party ideas to help you throw a spectacular celebration, even if you have no experience planning events. One of the most significant parts of planning an office retirement party is deciding who will be on the invite list! Of course, you want to invite the entire office to the celebration, but who else should you include? Great ideas for additional people to incorporate are old friends, old coworkers who may have moved on to something else, or even the retiree's family and friends outside of work. While you may want to make this celebration the cat's pajama's of parties, be realistic about how much you are able to spend. Take a few minutes to estimate how much food, decorations, and gifts for the retiree might cost. Those food and decoration costs can really add up! If you need help with expenses or if the company isn't providing a budget for the party, it becomes necessary to decide who is sharing the costs of the party. Make collecting payments part of the RSVP process so you can get funds up front for the party and gift without having to track down everyone for money. Boring office party? Not today! While a theme isn't necessary for a spectacular party, deciding on a fun theme can take the event up a notch and give you some direction with planning. Here's 12 office retirement party theme ideas to get you thinking: Fishing/Travel/Favorite Sport (golf, baseball, etc)/Cheers to Retirement/Retirement Fiesta/Eat, Drink, & Be Retired/Retirement BBQ/Tropical / Beach/Adventure Awaits/Casino/Hollywood or Gatsby/Retirement Brunch/Food doesn't have to be a grand affair, although it certainly can be if you would like it to be. A simple sandwich platter and a fun dessert might be all that is needed, or you may want to use a caterer. If you're on a budget, consider asking invitees to bring a dish to pass. Decorations are also a key component of the event, so take some time to find a few that align with the overall theme of the party. If you decided against a theme, consider what will look nice at the venue, or the retiree's favorite colors. The dessert table often seems to be the center of the party! A cake is traditional and always a hit. The design could be aligned with the theme of the party, or it may be something that represents the company that the retiree works for. Outside the box desserts may include donuts, an ice cream sundae bar, macaroons, or pastries. Of course, take the guest of honor's favorites (and any dietary restrictions!) into consideration here. Once you have the basic event and location details, it's time to send out invitations! Of course, you can always send out paper invitations for an extra personal touch, but it may make more sense to send electronic invitations. RSVPify offers a free invitation designer that will allow you to save time and keep the RSVPs, payments, and invites in one place.



This is a small detail but is one that shouldn't be overlooked. A card with everyone's signature will allow the retiree to look back on their time at work and see how everyone's personality shines through their signature. You could also get creative here and collect notes, wishes, and memories from guests during the RSVP process to be included in a momentum such as a personalized photo book. Employees across the country or globe? A service like GroupGreeting allows you to ask friends and colleagues to sign a card digitally! Of course you'll probably want to honor the retiree with a gift! A personalized retirement gift is a great touch and makes sure that the retiree knows how much everyone in the office cares. Something memorable that the retiree will use often is a great choice. Don't forget to have their name and retirement date inscribed! An office retirement party shouldn't be a somber affair! Plan games and other activities for everyone to take part in, or select a venue with built-in entertainment (less planning for you!). Here are a few activity ideas to help you brainstorm: Like a good wedding speech, having a few guests who are close with the retiree say a few words can provide great entertainment and laughs. Just make sure speakers keep it light-hearted and brief. Have attendees write down the answer to a prompt to be read aloud at the party. This could be something as simple as a fun or funny memory of the guest of honor. Other ideas would be to have guests write down what they think the new retiree will do with their new spare time. See which attendee knows the guest of honor best with a game of trivia! Set things up game show style (think Jeopardy!), or pass out a pop-quiz for a teacher retiree! Use a favorite activity or hobby of the honoree to help brainstorm activities for the event. Some examples might be bowling, karaoke, shuffle board, bocci ball, an arcade, ping pong, or lawn games! Planning an event can be overwhelming if you don't know where to begin. Don't let that discourage you! Event planning can (and should!) also be enjoyable and rewarding. Stick to these 10 tips, and you are sure to plan a fantastic celebration that the retiree will cherish the memories of. TAGS : office retirement party retirement party ideas Celebrate the retiree in your life with a terrific sendoff they won't forget. Whether you are a family member, friend, or co-worker, these tips and ideas for planning a retirement party are a great way to get started.

### Member Services

- Automation**
  - Working with the QA Group and Information Technology, we have automated the addition to pension amounts after the first five years for ERS members who select the Accelerated Option for their pension.
- Retirement Online**
  - The number of members applying for retirement online continues to increase, with 50% of June service retirements applying through the online system, and 40% of July service retirements. Total online applications received in July was down a bit due to a problem we experienced with the system early in the month, but that was fixed and members are again using the online application.
- Peach State Reserves**
  - Target Maturity Bond Fund (TMBF) - Eliminated the 2013 TMBF rolling funds to the 2022 TMBF.
  - University System of Georgia (USG) - Completed the eligibility change for USG to make them no longer PSRS eligible.
  - Consolidation of Community Service Boards (CSB) - Phoenix CSB (PSRS eligible) consolidated into Middle West CSB (non PSRS eligible) completed updates to handle the unique situation of a mass transfer from a PSRS eligible employer to a non PSRS eligible employer.
- Quality Assurance**
  - The increase in the benefit rate from \$15.25 to \$15.50 per month, per year of service for the Public School Employees Retirement System (PSERS) members, retirees, and beneficiaries with retirements on or after 8/1/2012, was implemented successfully. This increase was effective 7/1/2013 and will be reflected in July 2013 pension payments.
  - The one-time plan retirement benefit adjustments for ERS, PSB and LRS and the COLA for PSERS approved during the Annual Board meetings on April 18, 2013 were implemented successfully. The COLA was reflected in regular PSERS July 2013 pension payments. ERS, PSB and LRS retirees also were eligible for the one-time adjustment received their payments the first week of August.

**Before the Party** - Set the Budget - Knowing how much money you have to work with will guide the other party planning decisions. If the company is pitching in, sit down with the accountant and determine how much they will contribute or if they can offer space free of charge. If family is celebrating the big day, ask each person to give what they can or request a specific dollar amount. If you don't want to limit the guest list, consider hosting the party at a bar or restaurant where each person can be responsible for their tab. Make the Guest List - Unless the party is a surprise, ask the guest of honor who he or she would like to attend. If you need to limit the guest list, let them know so they can decide who to invite. **Venue Selection** - With budget and guest list in hand, it is time to scout out the perfect location! Look for free or low-cost options first, such as a spacious yard (ideally with an inside option like a garage in case of rain) or office common area. Keep in mind some venues are booked months in advance, so start the search early. **Decide on a Theme** - Parties are more fun with a theme! You can find inspiration from the soon to be retiree's favorite hobby or "cruise" into the future with a sailing motif. Decorate the venue as a future vacation spot or set up the backyard for an evening luau. **Send Invites** - Get guests excited about the big day with creative invitations. Send a prescription pad for a doctor who is retiring, email a "hall pass" for a teacher's party or use a golf-themed invite for the person who can't wait to spend more time on the links. **Mail (or email) invites** four to six weeks before the big event. **Follow Up** - include a deadline to RSVP so you know how many people will be attending. You can design and send invites online for little to no cost, but mail invitations to those who don't have email or aren't active on social media. After a few weeks, follow up with guests who have not responded. **Keep Guest in the Know** - If part of the party will include speeches or if you'd like people to come in costume, bring pictures or a dish to share, let guests know in advance. **Assign Tasks** - Planning a BBQ or potluck celebration? Keep it easy and fun with SignUpGenius. Create a sign up with requested items so you'll have all the food, drinks and supplies covered. **Run of Show** - Parties run smoother when you have a plan. Even if you decide to deviate from the original schedule, a timed rundown will help party hosts stay on task and ensure there is time for everything. **Party Playlist** - Create a playlist with songs spanning the decades from the guest of honor's childhood to present day. Ask friends and family if there are any songs with special meaning to include on the list i.e. their wedding song. Collect party RSVPs and request potluck items on your sign up. **View an Example At the Party** - Guest of Honor When guests arrive, give everyone a fun wearable item (like a button) or a cup/glass that says something to celebrate the retiree like "Cheers to Carl".

# HAPPY RETIREMENT

## Kathleen

I am so \_\_\_\_\_ to be here celebrating with you! In the start of your newly retired life, I hope that you will take time to \_\_\_\_\_

With all that free time, I hope you learn how to \_\_\_\_\_

Be sure to \_\_\_\_\_ more and \_\_\_\_\_ less

I suggest traveling to \_\_\_\_\_ so you can \_\_\_\_\_

Most of all, I wish you \_\_\_\_\_

Thank you for \_\_\_\_\_

May your retirement be filled with \_\_\_\_\_ and \_\_\_\_\_!

*cheers!*

Food Favorites Make sure to feature a few of the retiree's favorite dishes on the menu. Ask one of their family members if there's a childhood treat you could serve as a surprise. Picture Perfect - Enlarge a high-quality picture of the guest of honor and put it in a custom frame where guests can write words of congratulations. This is a wonderful keepsake for the honoree and a great way for people to get to know each other during the party. Photo Booth - Create memories and start the fun with a photo booth complete with props that honor his or her career, hobbies or future plans. Picture Wall - Ask guests to bring a few pictures of the retiree to include on a picture wall. Bring a large bulletin board to the party and let guests tack up their favorite pics. This is a great conversation piece the guest of honor will love! Stay in Touch - Place a journal or address book near where guests will be arriving and ask for contact information.

<i>Celebrating 30 Wonderful Years Of Teaching Mrs. Emma L. Smith</i>	
<i>Saturday, February 7, 2004 Rosewood West Banquets Blake Crystal Room 11:00 a.m.</i>	
Welcome	<i>Ms. Debra Brown</i>
Prayer	<i>Rev. Toni Akers</i>
Introduction of M.C.	<i>Rev Toni Akers</i>
Reading letter from English Department Chairman of Daley College	<i>Rev. Dr. William H. Samuels, Pastor</i>
Meditation	<i>Thais by Massenet Mr. Robert Green</i>
Poem	<i>Ms. Janice Dixon</i>
Play Skit	<i>" This Is Your Life" Clergy Team/ Bible Class</i>
Selection	<i>Ms. Joy Wright/ Commonwealth Choir</i>
Tribute to Emma Smith	<i>Selections Dr. Charles Joseph Smith</i>
Presentation of Gifts	<i>Rev. Toni Akers Mrs. Carol Brown</i>
Acknowledgements	<i>Mrs. Shelia Chrishon -Comments</i>
Benediction	<i>Rev. Dr. William H. Samuels,</i>

This will make it easy for the gang to get together long after he or she has officially left the building. Cake Perfection - A custom cake is a great way to show the former worker bee how much you appreciate him or her.



Find a cake design that fits his or her style and visit a few bakeries to see who has the skill to make your vision come to life. Remember to place the order several weeks in advance to ensure it will be ready in time for the party. Trivia - Get to know the guest of honor better and share some laughs with a few rounds of trivia all about the retiree and his or her profession. Formulate questions and answers or ask guests to come up with their own and place them in a basket to be read later. Karaoke - If they've been working "9 to 5" and it's finally "Closing Time," celebrate with some party tunes. Select the number one song every year since they started working or choose work themed jams to set a festive mood. Toasts - Allow time for guests and family members to toast the guest of honor. Have plenty of champagne, nonalcoholic drinks and glassware on the ready. Designate a time the guest will be toasted (or roasted) and pull up a comfortable chair so they can relax and enjoy the accolades. Gift Presentation - If the company or friends and family members are giving the retiree a gift at the party, determine who will present it and when. Party Favors - Send guests home with a special treat marking the big occasion. From t-shirts to koozies, pint glasses or a favorite candy - be creative and thank everyone for their help in making the day special. Create a sign up for a potluck retirement celebration. View an Example After the Party Send Pictures - Create a website or share a file with pictures from the party and send it to guests. Address Book - Make copies of the address book for the guest of honor. Keepsake - Create a photo album for the retiree with party pictures so they can always look back on this special milestone. When you celebrate this important milestone with friends, family and lots of great party ideas, your sendoff is sure to be a huge success! Courtney McLaughlin is a freelance writer in Charlotte, N.C. She gratefully shares her life, home and heart with her daughter and their dog.