

8 STEPS FOR A SUCCESSFUL ZOOM RETIREMENT CELEBRATION

BEFORE



- 1 Ask the person who is retiring if they would like to have an online celebration with colleagues, family, and friends.
- 2 If the retiree agrees, determine a convenient date and time for the retiree, as well as an agenda for the celebration.
- 3 Request a list of email addresses from the retiree for whom they'd like to invite.
- 4 Schedule the celebration and email invitees a calendar invitation with the Zoom link.

DURING



- 5 Use your computer to host the meeting so you can interact with the interface and attendees easily.
- 6 At the beginning of the celebration, say a few, brief words about the retiree, including, but not limited to: how long they worked with you, how long they worked for UVA, and qualities which made them a valuable asset.
- 7 If there are fewer than ten attendees, have everyone provide a brief introduction on who they are and how they know the retiree.

AFTER



- 8 If the retirees and attendees agreed for the celebration to be recorded, send the recording to the retiree as a memento.

ADDITIONAL TIPS



- + Ask invitees to send photos in advance of the retiree for a montage during the celebration.
- + Encourage invitees to make a sign of congratulations for the retiree.
- + Create a theme for the celebration and notify people in advance.
- + Play music during the celebration.

For more ideas, please contact UVA HR Rewards and Recognition at askhr@virginia.edu.

