

Gratitude Expression Option



LIVING TRIBUTE EVENT

“No one who achieves success does so without acknowledging the help of others. The wise and confident acknowledge this help with gratitude.”

Alfred North Whitehead

Life is all about celebrations, especially of those who have deeply impacted you.

A living tribute is a way to come together and honor and celebrate a special person by sharing gratitude together. We all can be easily caught up with the stresses of life, so why not pause, take some time, and connect together to *Say It Now*. Check out some examples on page 29.

Action 1.

Identify the person

Think about a person in your life who has had an influence to share your gratitude with. This can be a family member, a friend, a colleague, or a mentor.

Action 2.

Reflect on their impact

Now, think about the moments of impact this person has had on your life. If you need help getting started, you can find some thought-starters on page 17.

Action 3.

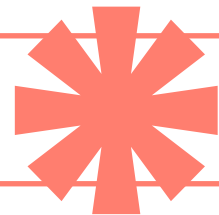
Write your gratitude message

Writing is a powerful process that can place your thoughts into words and sentences that can change everything. Through writing we can share memories, events, stories, and experiences that can give others an understanding of our life.

A well written tribute message can use various elements to captivate listeners and connect everyone to a specific feeling.

Check out pages 25-26 for tips on how to write a gratitude message for the living tribute event.

Remember, expressing feelings can help others know how meaningful their impact is!



Action 4.

Plan the event

Creating a successful event requires planning and execution, problem solving and having fun!

Whether you are planning to host a living tribute event in person or virtually, use the guide on pages 22 and 23 for tips on hosting an incredible event that will be memorable and impactful.

Action 5.

Post-reflect

Take a moment to reflect on this experience, your relationship with this person, and how sharing gratitude has enriched your life.

Go to page 18 to explore a few reflection questions on your gratitude experience.

Want to take it a step further?

Share your experience with others in your life so they too can join the *Say It Now* movement by doing their own expression of gratitude.

Use the hashtag #SAYITNOW to share your story on social media and tag four friends to do the same.



Gratitude Expression Option **3** Action **3**.

Plan Out the Event

The basics

- People who can support
- Online or In-Person Event
- Guest list
- Day and location
- Time
- Invitation
- Other important details

Remember, you can host a Living Tribute Event in person or online!



Building it out

- Create a support team for the planning.
- Assign or pick tasks to be responsible for. For example one person can take care of inviting others, a second can take care of the decor, and a third can take care of food.
- Create an invitation using digital tools like [canva.com](https://www.canva.com) or [evite.com](https://www.evite.com).
- Be open to asking guests to bring those they think would like to join.
- Ask guests to RSVP/confirm by a certain date. Make sure they know how to reach you – phone, text or email!

Guide to Planning an Incredible In-Person Living Tribute Event

The basics

- Use your support team to plan, help, and share tasks or responsibilities. Think of games, food, managing the guest list, location, etc. Make sure everyone is communicating!
- Have the final guest count and confirm everyone knows the details.
- Ensure the location is easily accessible, such as a local park, a favorite restaurant, or venue.
- Ensure the day and time works for most guests.
- Check in with everyone to see if they have their gratitude message ready to be shared. Provide any support or clarification if needed.
- Send out a reminder a few days before.

Event details

- Remember to ask for food preferences or allergies.
- Use decor like balloons, streamers, flowers, or T-shirts, etc.
- Order a cake with the message “*Say It Now*” or another special wish.
- If it’s a surprise, ensure the special person is arriving later, this way the guests can all get there in time.
- Once the guests have arrived, introduce yourself as the host and begin with what *Say It Now* is to get things started.
- Invite others to share their message of gratitude.

Celebrating the event

- Capture memories by taking pictures, videos, and being present. Make sure everyone is comfortable with capturing the moments.
- Introduce guests to each other or introduce yourself to others.
- Invite others to share their message of gratitude.

Guide to Planning an Incredible Virtual Living Tribute Event

The basics

- Decide who you want to celebrate. It can be anyone—a teacher, parent, sibling, friend, mentor, boss, relative.
- Identify all the people you'd like to join the virtual living Tribute—it can be as big or small as you want.
- Think of the preferred video platform you want to use **Zoom, Messenger and Teams** are very popular video conferencing platforms that most people are familiar with.
- If you're using Zoom it's simple, just watch this short video.
- Set a date and time. Send out a calendar invite to everyone you want to include in the Living Tribute (and of course the honoree!).
- Feel free to write your own or use this template for the honoree, and this for the participants.
- Send out an invitation reminder , including the calendar link a few days before the event.

Event details

- If it's a surprise, ensure the special person logs on later, so guests can all arrive on the call on time.
- Once the guests have arrived, introduce yourself as the host and begin with what *Say It Now* is to get things started.
- Ensure to confirm with guests that everyone is comfortable being recorded, so that you can record your Living Tribute and share it with the group afterwards.

Celebrating the event

- Get ready to experience an incredible expression of love, appreciation, and gratitude.
- Invite others to share their message of gratitude.
- Share the recording with everyone who joined, and encourage them to take on their own Living Tribute using the same steps!

Gratitude Expression Option 3 Living Tribute Event Example

Living **tribute**

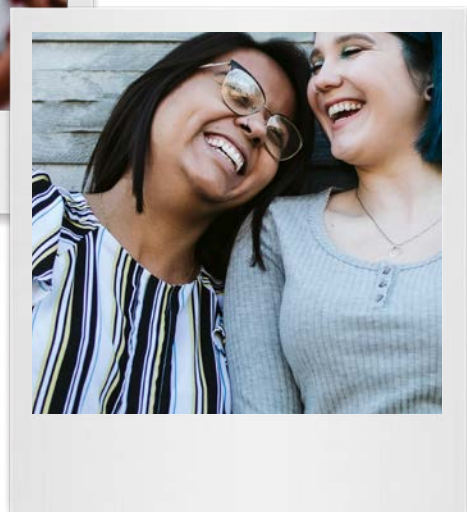
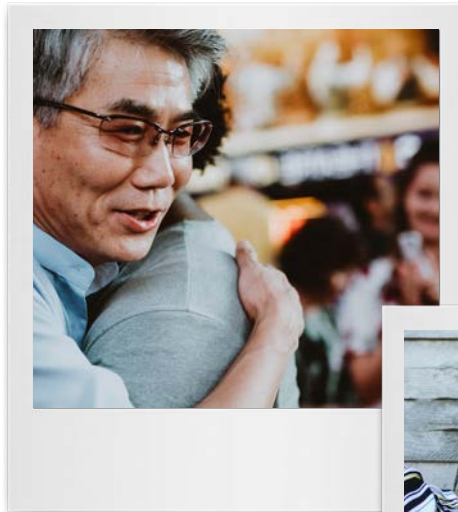
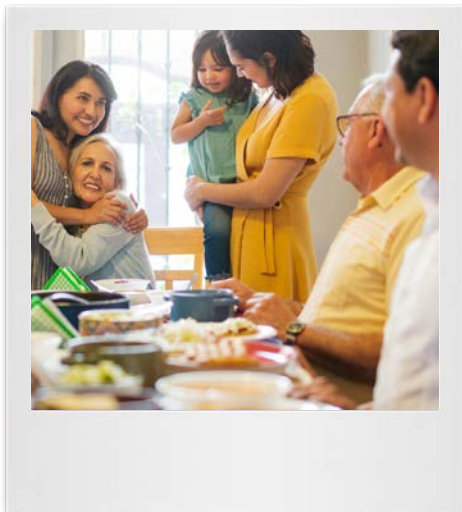
Honoring Mateo Chang

In our life, we're fortunate to know a special person that makes us realize how rich we truly are. Join us to share our gratitude to an incredible person who has given a great deal of love to all!

Date: Saturday, November 14, 2022
Location: 879 Barb Street, City, State, ZIP
Time: 7:00 pm
RSVP: Jane 555-852-9875

 #SAYITNOW

Please click [here](#) to access a pdf of above that you can fill out yourself.



Invitation Template



Hello (name of the guest or leave it blank),

My name is ____ (your name) ____ and I am planning a Living Tribute for ____ (special person's name) ____ . I know ____ (special person's name) ____ through ____ (how do you know the special person) ____ and they have deeply impacted my life in many ways.

It is important to celebrate those who we are grateful for, especially voicing our recognition together on how a person has impacted our lives. I am hosting a Living Tribute by gathering all those who want to celebrate ____ (special person's name) ____ . This is my way of taking part in an incredible initiative on gratitude called Say It Now.

Showing gratitude is such a powerful message and can highlight how a person's actions and words have inspired, influenced, and encouraged someone. It is important to share our gratitude as it deepens connections, relationships, enhances our sense of purpose, and brings happiness in everyone's lives.

Please feel free to extend this invite to anyone else who may want to be part of this experience. You can attend the Living Tribute event by coming prepared with any form of gratitude expression that you are comfortable sharing.

Here are some ideas:

- Write a letter or poem of gratitude
- Sing a rap or song
- Share a story of gratitude
- Create a video thanking the person and what they have done
- Create a poster highlighting the person's strengths and what you admire about them
- Write out a simple thank you statement

To ensure everyone gets time to express their gratitude, each individual has 3-5 minutes to speak. To get yourself started, complete the following worksheet: Reflecting on the Person.

Please RSVP if you are attending the event and have your gratitude expression ready by (due date). Together, we will be sharing our gratitude on (date and time) at (location/web meeting link) where we will be surprising (name of special person).

If you are unable to attend, share your expression with me at (email) and I will make sure to share it on the day.

Thank you kindly,

(Your Name)

(Contact Details (email or phone))



Please click [here](#) to access a template pdf of above.

Gratitude Expression Option **3**. Action **4**.

Writing a Gratitude Message for the Living Tribute Event

Writing is a powerful process that puts your thoughts into words and sentences that can change everything. Through writing we can share memories, events, stories, and experiences that give others an understanding of our life.

A well written tribute message can use various elements to captivate listeners and connect everyone to a specific feeling.

Use the following tips to help you.

The basics

- Begin by addressing the person by starting with “Dear” or “To”.
- Remember to keep the message short (3-5 minutes), as most people can’t focus for too long when someone is speaking.
- Depending on how much time you have and how many people are attending, ensure that everyone is aware of how much time they have to speak. This way everyone gets a chance to share their expressions of gratitude.

The beginning

- Start with thanking the guests who have attended and the special person for being there. If you are not the host of the event, don’t forget to thank the host.
- If you are the host, explain what “A Living Tribute” is and why you decided to host one. Briefly explain why sharing our gratitude is important.
- If you are not the host, explain why you decided to attend the living tribute and what gratitude means to you, including why it’s important.

The tribute

- Kick off with how you know the special person, what relationship you share, how long you have known them. You can also start with a funny story, quote, or one memory before you explain how you know the guest and so forth.
- Next, talk about memories you have with the special guest. Don’t forget to share how those memories make you feel and why they are important to you.
- Continue with sharing how the special person has impacted your life. You may share any

challenge(s) you experienced and how the special guest supported you with this, directly or indirectly. You can also share any lessons you have learned from them.

- Don't forget to thank them and share why you are grateful!
- Close with your wishes for the special person. What do you wish they continue to do or have? What do you wish for them now and in the future?

Remember

- Be specific about what actions the person did that you are grateful for. When you share details, it shows how much it meant or impacted you.
- You can always surprise everyone by wrapping up the living tribute message with a creative gesture, such as a song you want to sing, a poem you wrote, pictures you want to share, etc.

**“Relationships
matter. Special
relationships
are a treasure.”**

Walter Green