

TRIBUTE JOURNAL QUICK GUIDE

A fast overview of who writes where — and how many people you need.

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FOR COWORKERS & TEAMMATES

1

Words That Describe You Best

Needs **≈18 contributors** (one word each)

2

Nicknames, Sayings, or Phrases

Needs **6-7 contributors**

3

Favorites & "What We Think You'd Say"

- 17 Favorites (2 guesses each)
- 11 What-You'd-Say (2 guesses each)

Needs **≈10 contributors total**

4

Ad-Lib Stories (2 pages)

Needs **2 contributors**

5

Two Truths & One Tall Tale

Needs **6 contributors**

6

Impact Reflections

- 10 prompts

Needs **≈3 contributors**

7

Memory Prompts (6 pages)

- 2 contributors per page

Needs **≈12 contributors**

8

More Stories That Should Be Told (2 pages)

Needs **2 contributors**

9

Final Message From the Group

Needs 1-3 contributors

FOR FAMILY, FRIENDS, OR THE HONOREE

(Not for coworkers unless instructed.)

What I Want You to Remember About Me (4 prompts)

1 person

Bio Snapshot (2 pages)

1 person (honoree or family)

Letters From the Ones Who Knew You Best

Family/Friends section

Work Group Photos (2 spots)

Coworkers help supply photos

More Stories That Should Be Told (3 pages)

1 person per page (3 total)

Words to Carry Forward (4 pages)

1 person per page



AT A GLANCE

- **Coworker entries needed:** ~40–55
- **Ideal number of coworkers involved:** **12–20**
- **Family/Honoree section:** 1–6 people