

## HOW TO ORGANISE A CHEER WE GO FOR YOUR WORK COLLEAGUE

**Cheer We Go®** is a new, creative and meaningful way to celebrate or support a colleague with a heartfelt collection of voice messages from a group of their friends, family or co-workers. Whether it's for maternity leave, retirement, a birthday, or during a challenging time like illness, **Cheer We Go** makes it super easy for you as the organiser to create a memorable group gift that is highly personal, very affordable, and simple to deliver - perfect if you're a **busy PA!**

### Your Role as the Cheer Leader

As the PA Cheer Leader, you'll be organising the Cheer Squad (work colleagues and team members) to create a memorable and thoughtful gift for your Superhero colleague (but thankfully for you, it's super simple, as we do all the heavy lifting!)

#### Here's how:

- 1 Set Up the Cheer We Go Collection**
  - Visit [cheerwego.com](https://cheerwego.com) and create a collection for your colleague.
  - Add the Superhero (your colleague) by entering their details, and you'll generate a link to share with the Cheer Squad team members.
- 2 Invite the Cheer Squad**
  - Share the link or QR code via your office communication channels such as email, Slack, or WhatsApp.
  - Explain the goal: Each team member contributes a short voice message - anything from well wishes to funny stories or heartfelt thanks.
- 3 Inspire Participation**
  - Provide examples to make it easy for colleagues to get started:
    - "Congratulations on your new role! We'll miss your positivity and great ideas in the office!"
    - "We'll never forget the time you saved the day during ... e.g. specific project!"
  - Encourage creativity: include cheeky anecdotes, inside jokes, poems, singing or maybe a team-wide cheer for added memory making!
- 4 Set a Deadline for Submissions**
  - Clearly communicate a deadline to ensure the collection stays on schedule.
- 5 Wrap Up & Deliver the Final Collection**
  - Once all messages are submitted, add an optional intro/outro or transcription to read, if desired and then hit WRAP UP.
  - Cheer We Go will compile the messages into a polished single MP3 collection.
  - Present the gift as a link or QR code in a card, or email - it's a keepsake your colleague can download & treasure forever.

### Why Choose Cheer We Go?

- **Affordable:** Free for up to 5 voice notes or 5 minutes. Larger collections start at just £20/20 people.
- **Memorable:** A unique, personal gift that your colleague will cherish for years & can replay endlessly.
- **Super Easy to Organise:** Share the link, and let colleagues contribute at their convenience.

### Get Started Now!

Visit [cheerwego.com](https://cheerwego.com) to create your Cheer We Go collection today. Let's make this office gift truly unforgettable!

For more help, contact us at [hello@cheerwego.com](mailto:hello@cheerwego.com)