

Culture Rituals Calendar Template

Internal Communications & Culture — Sample Template

Purpose

A quarterly planner for the recurring rituals that keep a distributed team connected — so culture stays intentional rather than incidental as headcount grows.

Quarterly Ritual Planner — Worked Example

Ritual	Cadence	Owner	This Quarter's Plan
All-hands Q&A	Monthly	Chief of Staff	3rd Thursday, 30 min, recorded
Team offsite	Quarterly	Head of People	Oct 14–15, virtual escape room

Example Rituals

- Monthly all-hands with open Q&A
- Quarterly team offsite or virtual social
- Weekly team shout-outs / wins channel
- New-hire welcome ritual in first week

Handoff Note

Every ritual on this calendar should have a named internal owner who runs it going forward — the point is a rhythm the team keeps, not one that stops the moment an outside advisor leaves.