

Team Building Event Planning Checklist

Use this worksheet to help organize your team building event. Please feel free to contact us with questions about your program, whether you select us or not.

Pre-Event Checklist

- Decide on the event's purpose, content and activity level.
- Appoint an event coordinator/manager.
- Check proposed date for potential conflicts.
- Agreement and deposit sent to vendor.
- Team background questionnaire returned to vendor.
- Make travel arrangements for out of town participants.
- Make reservations for lodging for participants.
- Make food, beverage & snack arrangements.
- Communicate event details to attendees.
- Set up transportation plan (car/van pool, bus, drive solo, etc.).
- Select photographer; arrange for photos/video.
- Review script/timeline with vendor's lead facilitator.

Post-Event Checklist

- Review post-program report with facilitator and key team members.
- Plan any follow-up activities accordingly.
- Circulate photos or video of event to the team.

Budget Checklist

- | | |
|---|--|
| <input type="checkbox"/> Deposit and balance | <input type="checkbox"/> Meals and snacks at event |
| <input type="checkbox"/> Room rental (guest/meeting rooms) | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Special activities (dinner, golfing, etc.) | <input type="checkbox"/> Photography/videotaping |
| <input type="checkbox"/> Incentives/prizes | <input type="checkbox"/> _____ |

Notes