

The teambuilding checklist is a document for you to use when planning the event, during the event and after the teambuilding.

We've built this as a series of questions, grouped in 8 chapters, for ease of use.

Skip or circle back at any question or chapter, according to your needs.

Enjoy and share!



### THE PURPOSE



What is <b>the goal of this teambuilding</b> , for this team, in their (present + future) context?
What idea / thought do you want them to take away from it?
What <b>feeling</b> do you want them to experience?



#### Who are they?

Are they <b>a team</b> (working everyday together for a common purpose), or are they <b>a project team</b> (limited time) or are they a <b>collection of teams</b> who happen to interact?
 In the past 3 years, what <b>other activities</b> has this team experienced together: social events, teambuilding, training etc?
 Are there any <b>specific do's or don'ts</b> regarding this group of participants?
Are there any <b>specific needs</b> that need to be taken into account? (i.e. movement skills or lack of)
Who is the Owner/ the Sponsor of the teambuilding?



# THE TEAMBUILDING IS CONNECTED



Is there a <b>bigger event</b> , inside which the teambuilding must fit in?
What is <b>the scope</b> of the bigger event?
What is <b>the concept</b> ?
How does the teambulding fit into it, connect to it?
Indoors or outdoors? What is the plan B in case of really unsuitable weather?

### THE FRAME



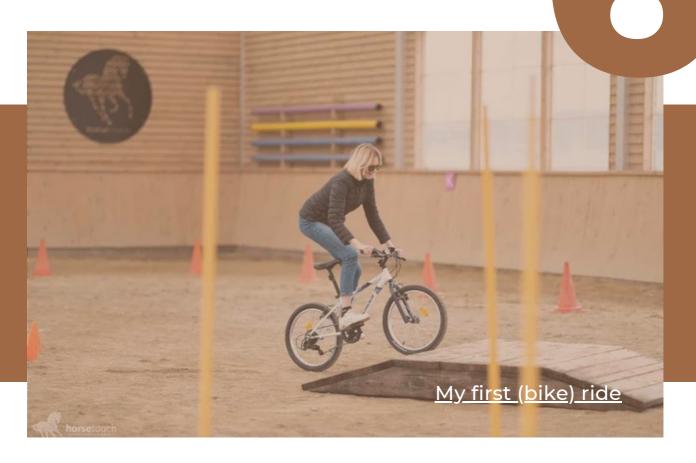
- What time of the year/ month/ week is best suited for the participants?
- **How long** is the event?
- Where does the teambuilding activity fit in?



	Where can this teambuilding be <b>best experienced</b> , considering the time of the year? (see Time frame questions)
#	Meetings and Activities venue(s): what type of space do you need for the selected activities? How much space/ type?
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Restaurant/ Catering: Meals, Coffee breaks, party catering - what do you need?
	Is there a day or night <b>party</b> ? DJ? Theme?
	How will the participants <b>travel</b> to and from the destination?
	Will you travel on any of the event-days, locally? How?



## THE ORGANIZING COMMITTEE



Are the <b>organizers also part of the team</b> ?
Are there any <b>external suppliers</b> ? (list, scope, contact)
 Will the external suppliers cross each other when delivering their services? If so, who in the organizing committee will facilitate the contact between them? When?

#### THE COMMUNICATION



- Who **needs to know**, when?
- Who will **communicate** information about the teambuilding?
- What **elements** can we hold back as a surprise?

#### **BUDGET**



- On which **type budget** line(s) is this event listed?
- Who is the **budget owner**?
- What's is the **budget category** yearly/ one off/ is it education only or does it include other elements, like leisure?