



The Teambuilding Checklist

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!



HORSETOUCH™

THE PURPOSE

1



The Blacksmith
and the Enchanted Horse

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



THE PARTICIPANTS

2



A touch of light

Who are they?

- Are they a **team** (working everyday together for a common purpose), or are they a **project team** (limited time) or are they a **collection of teams** who happen to interact?
- In the past 3 years, what **other activities** has this team experienced together: social events, teambuilding, training etc?
- Are there any **specific do's or don'ts** regarding this group of participants?
- Are there any **specific needs** 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

3



A touch of improv

- Is there a **bigger event**, inside which the teambuilding must fit in?
- What is **the scope** of the bigger event?
- What is **the concept**?
- 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

4



A touch of art and craft

- 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?**



SPACE AND TRAVEL

5

Agile - let's play lego!

- Where can this teambuilding be **best experienced**, 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?
- Restaurant/ Catering: Meals, Coffee breaks, party catering - **what do you need?**
- Is there a day or night **party?** DJ? Theme?
- How will the participants **travel** to and from the destination?
- Will you **travel on any of the event-days**, locally? How?



THE ORGANIZING COMMITTEE

6



- Are the **organizers also part of the team**?
- Are there any **external suppliers**? (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

7



Custom learning experiences

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



BUDGET

8



- 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?

