

Company Picnic Planning Guide

When the time comes and your ready to plan your company picnic we hope you find this guide and checklist helpful.

Budget: Your budget should account for the costs of the venue, food, games and activities, entertainment, and giveaways/prizes. Though company picnics are a time for relaxation - this is a time to pull out all the stops and show your employees how much you appreciate them.

Date: Selecting the date for your picnic is more challenging than it may seem. As many business owners will have events, trips, and projects planned months in advance, planning ahead of time is your best bet.

Guest List: Of course each and every one of your employees should be invited to your celebration. You will then need to decide if you'd like to also extend the invitation to their significant others and children, if any.

Invitations: Theme or not - an invitation should be created as a way to invite your employees as well as their friends and family! You could even consider getting creative with your invitations- and link them to social media. You might consider including a QR code that would redirect the recipient to the Facebook event page. This would allow you to easily track the RSVPs, comments, questions, and concerns of your guests.

Venue: If your office location provides an outdoor picnic location then you are in luck, and so is your budget! If it doesn't there are many budget friendly, and splurge options as well. Consider local parks, beaches, lakes, community centers, campgrounds, and even zoos.

Menu: The standard picnic foods are always loved and appreciated by our employees - you know the standard, burgers, hotdogs, salads, etc. If it is in your budget you might consider a caterer! You might even consider having each of your employees bringing a dish to pass - this way recipes can be shared, and the workload is split.

Entertainment: Entertainment could come in a variety of forms- be it a band, a DJ, a performer, or something less extravagant. Keep in mind, once again that if children will be in attendance you'll want to keep this family-friendly. If nothing else some music for background noise is always a great idea.

Activities: Activities may be just for fun - but you could also use this as an opportunity for team building. Consider brain games like puzzles, and trivia, and also more physically demanding games and activities like volleyball, badminton, tug of war etc. Consider creating teams to challenge your employees to work together in environments and situations other than those commonly encountered in the workplace. You might even consider team names or colors to help unify and strengthen each team, with coordinating tee shirts?

Giveaways: Winners of activities, raffles, etc. should be rewarded for their efforts! For these types of "prizes" we recommend higher ticket items for people to get excited about - it also stimulates a competitive environment. Perhaps a dinner for the winning team, a hotel in a location of their choice, a television? You might also consider smaller gifts for everyone to take home, especially if children will be in attendance.

Promotion: We hope that these ideas will assist in the planning of your company picnic this year. During the picnic be sure to have someone responsible for recording the day's events, which will also help your traction on your various social media accounts. You might even have an employee live tweet the picnic featuring personalized hashtags: #LiveTweetTheCompanyPicnic #CompanyPicnic2016. Photos of setup, activities, food, and prizes are all good things to post. Although it is a good idea to throughout the day you'll want to be careful not to post too much. The videos and photos captured can later be shared as a way to promote your company - a true reflection of your company's personality!

Planning Guide For Company Picnic

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Planning Guide For Company Picnic:

The Complete Idiot's Guide to Meeting & Event Planning, 2E Lynn Johnson Golabowski, Robin E.

Craven, 2006-03-07 You're no idiot of course. You know you can't throw a corporate function together overnight especially if you want to impress clients, shareholders and upper management. Whether you're prepared to tackle the task yourself or you're considering hiring a professional, you want your event to be a stellar occasion to remember. *The Complete Idiot's Guide to Meeting and Event Planning* Second Edition will show you how to organize any company gathering on time and on budget whether you're hosting 10 or 10,000. In this revised and updated *Complete Idiot's Guide* you get up-to-date information on planning and budgeting, software, phone and data lines, audio and video and satellite bookings. Expanded coverage on international conferences via remote abroad or by international components. Ideas for smoothly dealing with last minute glitches and crises.

The Complete Idiot's Guide to Meeting and Event Planning Robin E. Craven, Lynn Johnson Golabowski, 2006. A revised handbook on how to plan a meeting or conference addresses site selection, contract negotiation, publicity, entertainment, scheduling, setting up and breaking down event logistics, menus, A/V requirements, budgeting and expenses and emergencies. Original.

The Event Planning Toolkit Linda Joyce Jones, 2020-11-12. The *Event Planning Toolkit* will help you rise to the occasion to plan and execute extraordinary meetings and events by getting organized, reducing time-wasting mistakes and inspiring creativity. The *Event Planning Toolkit* provides the information you need to prepare and execute each aspect of your event with precision and enjoy the big day with less stress and fewer unpleasant surprises. It provides the assistance you need to make your event a real hit. Many people find the thought of planning an event to be an intimidating prospect. They think they're not organized enough or they don't have the experience required to pull it off. But whatever the occasion, the path to success is straightforward: it's a matter of thinking through the details and using a proven strategy to create an action plan and execute that plan on time and on budget. In this book you will not only learn how to manage your scope, time and resources but also identify goals, create a budget, find the right venue, assemble an effective team and much more. Use *The Event Planning Toolkit* to uncover some juicy nuggets of information that you can apply to your next event and give you the courage and confidence to take on any new project or assignment that comes your way.

Industrial Sports and Recreation, 1954 *The Everything Guide to Being an Event Planner* Jennifer

Mancuso, 2007-11-01. Do you love throwing parties? Are you the most organized person you know? Can you thrive in a fast-paced environment? If so, event planning could be your perfect career choice. Seasoned event planner Jennifer Mancuso helps you to get started and succeed in this exciting field. This book's insider tips and step-by-step guidance will teach you how to tailor events to each client, from a corporate dinner to an intimate wedding. Market and network to keep business coming. Hire vendors that your client will love. Build a great reputation in your area and beyond. Whether you've recently earned a hospitality degree or are simply looking for a fun career change, *The Everything Guide to Being an Event Planner* will help

you break out of the routine and start a new creative endeavor one celebration at a time Quick Guide to the 16 Personality Types and Teams Linda V. Berens, Linda K. Ernst, Melissa A. Smith, 2004 As individuals we are each complex and adaptable and one's behavior may not reflect natural preferences but rather the demands of the situation and the ways one has developed This Quick Guide to the 16 Personality Types and Teams is a booklet for those who want to maximize the performance of their team through a better understanding of the interrelated influences on team dynamics and team success It is written to help create a multidimensional awareness of one's contributions to a team and to give readers the tools to understand the talents contributions and perspectives of others This booklet describes the sixteen personality types within each of the Team Essentials including how they are likely to behave on a team and offers suggestions for forging relationships and communicating effectively with each type Worksheets are provided to help your team apply the basics of effective teamwork Team Essentials Mapping the Team worksheets are provided to view team diversity using four different models Type Preferences Temperament Interaction Styles and Cognitive Dynamics The booklet includes a comprehensive case study for each model using an example of a project team to help teams get started Publisher *Farmers' Elevator Guide*, 1913 The Copyeditor's Handbook Amy Einsohn, 2005-12-07 The Copyeditor's Handbook is a lively practical manual for newcomers to publishing and for experienced editors who want to fine tune their skills or broaden their understanding of the craft Addressed to copyeditors in book publishing and corporate communications this thoughtful handbook explains what copyeditors do what they look for when they edit a manuscript and how they develop the editorial judgment needed to make sound decisions This revised edition reflects the most recent editions of The Chicago Manual of Style 15th ed the Publication Manual of the American Psychological Association 5th ed and Merriam Webster's Collegiate Dictionary 11th ed *The Engineer's Career Guide* John A. Hoschette, 2010-04-26 This is the most complete career resource guide book for engineers dealing with the non technical side of engineering It provides career advice for engineers at all stages of their careers whether newly graduated mid career or soon to be retired This book provides many real world practical proven common sense career tips supported by actual work and experiences examples Tips deal with problems the engineer may encounter with supervisors co workers and others in the corporation The book provides step by step guidance on how to deal with career problems and come out ahead Citizenship Day and Constitution Week Guide United States. Immigration and Naturalization Service, 1975 **MCTS Microsoft Office SharePoint Server 2007 Configuration Study Guide** James Pyles, 2011-01-11 Qualified SharePoint administrators are in demand and what better way to show your expertise in this growing field than with Microsoft's new MCTS Microsoft Office SharePoint Server 2007 Configuration certification Inside find everything you need to prepare for exam 70 630 including full coverage of exam topics such as configuring content management managing business intelligence and more as well as challenging review questions real world scenarios practical exercises and a CD with advanced testing software For Instructors Teaching supplements are available for this title

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Monthly Catalogue, United States Public Documents ,1975

Power Talk Sarah Myers McGinty,2001-02-20 Show up on time work hard do well and rise up the corporate ladder Maybe Oral communication is the most crucial ingredient in advancement on the job In Power Talk Sarah Myers McGinty analyzes the social and psychological elements of speech in the workplace helping readers hear who s in charge and talk their way ahead Fast trackers match the right speaking style to the situation and develop a corporate voice that comes across loud and clear From the voice mail message that gets a call back to navigating a department meeting listeners will learn how to become their own best spokesperson and advocate

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Management and Operations Michael J. O'Fallon,Denney G. Rutherford,2010-01-12 This newly updated edition is a compilation of readings divided into nine sections each examining a specific hotel department or activity Each topic is examined through a variety of viewpoints on the duties responsibilities problems and opportunities encountered there Multidimensional case studies taking a practical approach challenge readers to identify the central issues involved in complex management problems understand the structure and resources of the department in question and find solutions that may help in managing other hotel resources and departments **Publications on Forestry, 1935-1940; an Annotated**

List, Including Reviews, Abstracts, and Other Information United States. Forest Service. Library,1941 New York

Magazine ,1990-05-21 New York magazine was born in 1968 after a run as an insert of the New York Herald Tribune and quickly made a place for itself as the trusted resource for readers across the country With award winning writing and photography covering everything from politics and food to theater and fashion the magazine s consistent mission has been to reflect back to its audience the energy and excitement of the city itself while celebrating New York as both a place and an idea Instructor's Resource Manual with Test Items [for] O'Hair/Friedrich Strategic Communication in Business and the

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