

# 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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