



TEAM BUILDING EVENT BUDGET & PLANNING WORKSHEET

Event Objectives _____

Length and Date of Event (one day, two day, etc. in October) _____

Ideal Event Environment (resort, hotel, B&B, rustic lodge, park, etc.) *Adventure Associates can make recommendations via our online Request for Pricing* _____

Type of Content Desired (fun team building programs, corporate training workshops, planning sessions) *Adventure Associates can make recommendations via our online Request for Pricing* _____

Number of Attendees (Departments/Divisions) _____

Training Topics and Activities *Adventure Associates can make recommendations via our online Request for Pricing Budget* _____

Budget _____

Pre-Event Checklist

- Make reservations for lodging for Event participants.
- Make reservations for Event venue. *Adventure Associates can make recommendations via our online Request for Pricing*
- Make food/snack arrangements
- Communicate Event detail to attendees.
- Set up transportation plan.
- Circulate Event agenda and obtain final approval from key team members.
- Plan recognition/incentive gifts.