

CHECKLIST · TEAM BUILDING

Team building checklist.

From the idea to the debrief – how to make your team building an experience the team talks about for a long time.

EVENT

DATE

PARTICIPANTS

1 Goals & concept

3+ months before

- ☐ **Define the goal**
communication, motivation, getting to know each other?
- ☐ **Define group and size**
department, whole company, mixed?
- ☐ **Choose the format**
half day, full day, several days with overnight stay
- ☐ **Indoor or outdoor?**
consider weather and physical demands
- ☐ **Set the budget**
incl. travel, food, materials, trainer
- ☐ **Assign responsibilities**
who organises, who moderates?

2 Date & venue

2–3 months before

- ☐ **Pick a preferred date**
consider holidays and leave periods
- ☐ **Search and enquire venues**
on justroom.at – direct and commission-free
- ☐ **Check space for activities**
room size, outdoor area, bad-weather plan
- ☐ **Clarify AV**
projector, Wi-Fi, sound system, microphone
- ☐ **Clarify travel and parking**
coach, public transport, car pooling
- ☐ **Visit and book the venue**
check contract and cancellation

3 Programme & activities

4–8 weeks before

- ☐ **Choose activities**
matching goal, group and fitness
- ☐ **Create a run of show with buffers**
template: run of show
- ☐ **Book a trainer or guide**
if needed
- ☐ **Split into groups**
mixed teams work best
- ☐ **Prepare rules and briefing**
short and clear
- ☐ **Get small prizes**
for challenges and competitions

4 Invitations & info

3–6 weeks before

- ☐ **Send invitations**
at least 3–4 weeks ahead
- ☐ **Share programme and dress code**
comfortable clothes, sturdy shoes
- ☐ **Collect confirmations**
track acceptances and declines
- ☐ **Ask about special needs**
limitations, allergies, diet
- ☐ **Send a reminder one week before**
with travel and meeting point

5 Catering

2–3 weeks before

- ☐ **Decide on catering**
snacks, lunch, dinner, barbecue?
- ☐ **Pass on dietary needs**
vegetarian, vegan, allergies
- ☐ **Plan enough drinks**
especially for outdoor activities
- ☐ **Confirm the menu with the venue**
times and headcount

6 Materials & AV

1 week before

- ☐ **Pack materials for activities**
game kit, task cards, props
- ☐ **Prepare name badges**
ideally in team colours
- ☐ **Pack a first-aid kit**
and note emergency numbers
- ☐ **Test the AV**
music, microphone, slides
- ☐ **Organise photos**
photographer or a team member

7 On the day

The big day

- ☐ **Arrive early and set up**
at least 60 minutes before
- ☐ **Final check of materials and AV**
including the bad-weather plan
- ☐ **Welcome participants**
a short warm-up to start
- ☐ **Form and brief the groups**
explain goal and rules
- ☐ **Check in with the venue contact**
meal times and headcount

8 Follow-up

Up to 1 week after

- ☐ **Collect feedback**
a short survey is enough
- ☐ **Share photos and highlights**
strengthens team spirit
- ☐ **Short summary for management**
results, mood, ideas
- ☐ **Check the venue's invoice**
compare with the offer
- ☐ **Say thank you**
to trainer, team and venue
- ☐ **Note lessons learned**
for the next team event

NOTES

Still looking for a team building venue?

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www.justroom.at/en/team-building-venues

