Checklist For Planning Your Company Picnic



THE BIG STUFF

- [ ] Find the venue.
- [ ] Pick your date.
- [ ] Contact a caterer.
- [ ] Choose a theme.

FUN ELEMENTS

- [ ] Hire entertainment.
- [ ] Plan activities.
- [ ] Host competitions.
- [ ] Build décor.
- [ ] Design the blueprint.

FOOD & BEVERAGES

- [ ] Decide on a menu.
- [ ] Choose your beverages.
- [ ] Pick your "fun" foods.

IMPORTANT ITEMS

- [ ] Rent equipment.
- [ ] Create a timeline.
- [ ] Signs & banners.

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