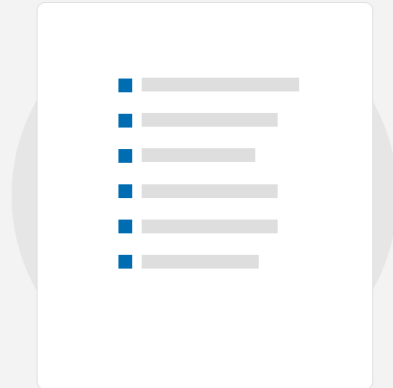


Checklist For Planning Your Company Picnic



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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