



Checklist:

How to organize your office event

01

Set your scope and your budget

- Define the number of attendants
- Determine the events mood (formal or casual)
- Set the event duration
- Set the budget

03

Plan your activities

- Established who will be the speakers
- Set group activities
- Indoor Activities
- Outdoor activities
- Hire catering (coffeebreaks and/or meals)
- Multimedia equipment (computer, video-projector, cameras, microphones...)

05

Print the invites

- Invitation Design
- Invitation signature
- Choice of the paper to print the invites

Notes:

02

Save the date and book the location

- Decide on the location (ex. at the office, in a city hotel ...)
- Save the date

Notes:

04

Create a guest list

- Determine whom you want to invite (co-workers, clients, suppliers...)
- Gather the contacts (e-mails, professional addresses, phones)

Notes:

06

Follow up, (check and double check)

- Check budget (is the budget on track?)
- Confirm the reservation of the place
- Check guestlist
- Check the invites and follow up the answers
- Have you check everything? Check again!