

Handy Dandy Picnic Planning Checklist

There is nothing more fulfilling than checking items off of a to-do list, so here are 10 fun things to cross off your checklist when planning your amazing company picnic!

- ☐ **Set the date.** Get that party on the calendar for everyone to see!
- ☐ **Determine the number of guests to be invited.** Having an approximate headcount before you book your venue will help you stay within your budget.
- ☐ **Speaking of budgets...set one!** Doing this early on will save you lots of headaches in the long run and help with the decisions that you make.
- ☐ **Secure the venue.** Put down the deposit and be sure you get a copy of the contract.
- ☐ **Make decisions on food, beverage and entertainment.** These are the details that most of your guests will want to know up front—what's to eat and drink? What will we be doing?
- ☐ **Send out the invitations.** Be sure to include a phone number or email for guests to RSVP, along with the address of the venue.
- ☐ **Come up with some fun picnic promotion ideas and contests to get your co-workers excited about the picnic!** Sometimes companies will have a contest for the best Western wear. It's so much fun to see the crazy outfits that people wear, and it helps get everyone in the party spirit!
- ☐ **Decorate the office or breakroom to build excitement about the event.** Post teasers on your office bulletin board to give your co-workers a sneak peek of the fun they will have.
- ☐ **Talk up those prizes and giveaways!** Doing door prizes or contests? Then be sure to put out a list prior to the picnic of the exciting things that they have a chance of winning!
- ☐ **Ask for music requests they want to hear at the picnic.** Why wait until you get to the party to make requests to the DJ? Have the playlist already set by asking your co-workers ahead of time what songs they'd like to hear.

