## BAUDVILLE THE PLACE FOR DAILY RECOGNITION

## YOU'RE PLANNING AN EMPLOYEE EVENT... SWEET!!

CDECIEICO

We know that employee events can significantly add to an organization's culture, morale and engagement. We also know that event planning is a very detail-oriented undertaking. To keep your planning on track and make sure you have a fantastic event, we've put together this helpful checklist. Complete the questions as you plan your event to avoid missing any important steps in the planning process.

	What is the purpose of the event?
	What is the event theme?
	What is the date, day of the week and time of the event?
ū	Who is your audience?
ō	Are guests allowed?
	How many people do you expect to attend?
ō	What is your budget for the event?
ō	Where is the event being held?
ō	What is the timeline/agenda for the event?
0	
Z.	COMMUNICATION
	What is the message for the event?
ă	Does the message support your theme?
ŏ	How will you communicate about your event?
_	- Email
	- Invitations
	- Flyers
	<sup>-</sup> Staff meetings
	- Phone call
	<sup>-</sup> Mail to attendee homes
	- Inter-office mail
	Newsletter
	- Social Media
	Other/All of the Above
	Who is going to take pictures or video during the event?
Н	What post-event communication are you going to do?
_	vv hat post-event communication are you going to do:

3	GIFT
	What is your gift for the attendees?
	How does your gift support the theme?
	When do you need to have the gifts? Determine when you should order gifts.
ň	Do your gifts need any special packaging? If so, add time to your timeline for gift wrapping.
_	Do your girts need any special packaging. It so, and time to your timeline for girt wrapping.
4	FOOD
Ţ.,	
ч	What kind of food and refreshments are you serving?
	Breakfast/Lunch/Dinner
	- Appetizers
	Dessert
	Alcoholic beverages (Check with your HR department before serving alcohol at a company event)
	<sup>-</sup> Non <sup>-</sup> alcoholic beverages <sup>-</sup> Other
	Does your food choice support your theme?
ă	What catering company are you using? Who is your contact?
ă	How will the food be set up or served? (How many tables and chairs will you need, etc.)
ō	Do you need to supply anything for the food setup?
_	- Tablecloths
	- Napkins
	- Silverware
	- Serving Pieces
	- Other
_	
<b>b</b> .	ACTIVITY
	What is your event activity?
	How does it support your theme?
ō	What supplies or prizes do you need?
	Do you need extra help to facilitate the activity? Recruit helpers!
	What is the appropriate attire for participating in your activity? Be sure to inform attendees!
	How much time will the activity take to complete?
6	AWARDS
<b>J</b> .	
	Are you giving any awards or special recognition at the event?
	What kind of physical award are you giving to recipients?
	Who will make the presentation?
	vviiat will the presenter say about each recipient: