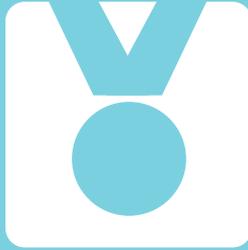




THE



OFFICE



GAMES

BAUDVILLE'S GUIDE TO  
THE OFFICE GAMES

**BAUDVILLE**<sup>®</sup>  
THE PLACE FOR DAILY RECOGNITION

## YOUR OFFICIAL GUIDE TO THE OFFICE GAMES

When we first hosted an Office Games competition to celebrate Employee Appreciation Day, it was praised by employees as the best Employee Appreciation Day event ever. That's pretty significant recognition for a recognition company!

Our employees loved the day's events so much, that we wanted to share all the information and tools so you can host your own Office Games games.

The Office Games are a team event, so divide employees into teams. To help team members identify each other, we gave each employee a bandana in their team color. Most employees dressed in their team color, too, to show team spirit. Our teams completed all six events in a single day, but it can be very time consuming. If your employees can't be away from their jobs for that amount of time, spread the games out over the course of a week .

### *Schedule of Events:*

- Opening Ceremony
- Desk Chair Sprint
- ID Card Toss
- Olympic Trivia
- Rubber Band Archery
- Speed Finger Skating
- Binder Clip Diving
- Mental Gymnastics
- Office Soccer
- Final Scoring
- Award Ceremony

You don't have to wait until the next Olympics to enjoy this fun event. Organize your own Office Games when you want to boost employee morale. These activities will have everyone cheering on their teammates, having fun, and celebrating as a team!

Let the games begin!

### ABOUT BAUVILLE

Baudville, the place for daily recognition, continues to be the leading innovator in day-to-day recognition solutions. Baudville's day-to-day recognition solutions appeal to today's increasingly diverse workforce with contemporary designs and relevant messaging, motivating and engaging workplaces world-wide. Baudville has been declared one of the best companies to work for in its area and strives to create the ultimate work experience for its employees. For more tips and ideas to create a positive culture, visit the [Baudville Recognition Resource Center on Baudville.com](http://Baudville.com).

“THE OLYMPICS REMAIN  
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DAWN FRASER



## OPENING CEREMONIES

The Office Games aren't complete without some fanfare! Start your games with an opening ceremony. Here are some opening ceremony ideas you can use in your organization to build excitement and anticipation for your event:

- Select a representative to carry a torch throughout your organization accompanied by Olympic theme music.
- Organize a parade of the different “countries” through the building.
- Encourage each country to create their own flag and display them around the building.
- Host an International potluck before the games begin. Ask employees to bring in their favorite International dish to celebrate the more than 200 countries that participate in the Olympics.
- Share Olympic trivia about athletes and events. Regularly send emails or post flyers leading up to your games that test employees' Olympic knowledge.
- Order cupcakes from a local bakery in the colors of the Olympic rings or ask the bakery to add mini flags to each cupcake.
- Create an Olympic village in a central location. Display your score board here, so employees can keep track of each team's progress.

## DESK CHAIR SPRINT

**Goal:** Complete the course in the least amount of time.

**Number of Participants:** 2 athletes

**Supplies:**

- Chalk or tape
- Cones
- Office chair with wheels that swivel

**Event Rules:**

1. Desk Chair Sprint is an event for two teammates.
2. Create a race course with chalk or tape. Include two spins and space cones throughout the course as obstacles.
3. One teammate sits in the chair while the other maneuvers the course; then they switch.
4. They each need to complete one lap around the race course, and they are timed for the two laps.
5. For every cone hit by the chair wheel, add 5 seconds to the team's final time.



## ID CARD TOSS

**Goal:** Earn the highest score by throwing ID cards onto a shuffle-board-like court.

**Number of Participants:** 2 athletes

**Supplies:**

- ID cards
- Chalk or tape
- 3 hula hoops

**Event Rules:**

1. ID Card Toss is an individual event, and two athletes from each team compete.
2. Using chalk or tape, create a shuffle-board-like court. Set up three hula hoops as targets on the floor with three different scores for tossing a card into each. The closest hoop is one point, the next closest is 10 points, and the furthest hoop is 30 points.
3. Each team selects two athletes to compete; each athlete receives 5 ID cards to toss. Their score is tallied after all cards have been thrown. Vary the weight of the ID cards by bundling several cards together with a rubber band.
4. After all the cards have been thrown, tally up the team's final score.

## OLYMPIC TRIVIA

**Goal:** Answer trivia questions correctly in the least amount of time.

**Number of Participants:** Entire team

**Supplies:**

- 1 clip board
- Pens
- Paper copies of trivia questions

**Event Rules:**

1. Olympic Trivia is a team event, and each team will have five minutes to complete the event.
2. Create a set of 10 trivia questions regarding your organization. All the answers must be found within your building. Team members may seek out answers, however they cannot ask for assistance from anyone who is not on their team.
3. Teams will earn 1 point for each question answered correctly. A .5 point deduction will be taken for every 15 seconds over the 5 minute time limit.
4. If the team finishes in less than 4 minutes and has all questions correct, a 5 point bonus will be awarded. In the instance that there is a tie score, the team that finishes in the least amount of time wins!



## RUBBER BAND ARCHERY

**Goal:** Earn points by shooting a target with rubber bands.

**Number of Participants:** 2 athletes

**Supplies:**

- Tape
- Rubber bands
- Paper target or white board

**Event Rules:**

1. Archery is an individual event, and two athletes from each team compete.
2. Provide a pile of rubber bands and draw a moderate-sized target on a whiteboard. Mark a line on the floor about 12 feet away from the target.
3. Competitors have 60 seconds to grab rubber bands from the pile and shoot them at the target one at a time.
4. Count the number of times the athlete hits the target. The total number of hits becomes the team's score for the event.

## SPEED FINGER SKATING

**Goal:** Type with speed and accuracy to earn a high score.

**Number of Participants:** 2 athletes

**Supplies:**

- Internet access
- Computer with keyboard
- Screen and projector (preferred for spectators)

**Event Rules:**

1. Finger Skating is an individual event, and two athletes from each team will compete in a sixty second typing competition.
2. Use a free timed typing website, such as [typingtest.com](http://typingtest.com), and show the event using a projector and screen.
3. Each athlete has one minute to earn a typing score for their speed and accuracy. Once all the teams have competed, they are ranked based on their scores. The team with the best score is awarded the most points.



## BINDER CLIP DIVING

**Goal:** Accurately send your diver into the pool.

**Number of Participants:** 2 athletes

**Supplies:**

- Table
- 2 binder clips
- Cup with water

**Event Rules:**

1. Binder Clip Diving is an individual event, and two athletes from each team will have an opportunity to score points.
2. Collect two binder clips for each athlete and clip each pair together at the openings.
3. Fill a cup with water and set it on the floor under a table or ledge.
4. With two athletes squaring off, one at a time, athletes will push their divers from the edge of the table or ledge, aiming for the cup. Score one point for each dive that makes it in the water.
5. After each athlete takes a turn, move the cup further away from the edge to increase the difficulty of the event.
6. Add up the athletes' scores for a combined team score.

## MENTAL GYMNASTICS

**Goal:** Correctly guess the Olympic events as acted by a team member.

**Number of Participants:** 1 actor and 1 mediator; the rest of the team guesses.

**Supplies:**

- Stopwatch or timer
- Baudville's free charades cards

**Event Rules:**

1. Mental Gymnastics is a team event. One athlete will act out the Olympic events displayed on the cards while the rest of the team guesses.
2. Download, print, and cut out our free charades cards.
3. Choose an actor and a mediator to present to your team. The mediator will show the cards to the actor and watch the timer.
4. The actor will perform the word on the card that the mediator shows him. The actor only has 5 minutes to go through all the cards.
5. The team gets a point for each card that is guessed correctly.



## OFFICE SOCCER

**Goal:** Score the most goals possible in a five round shoot out.

**Number of Participants:** 2 athletes

**Supplies:**

- Ball made out of a piece of paper
- Long table, approximately 6 feet long

**Event Rules:**

1. Office Soccer is an individual Office Games event, and two athletes from each team will have an opportunity to score points
2. Grab the nearest inter-department memo on office slacking and crumple it into ball.
3. Select two athletes and have them sit at opposite ends of a long table, about six feet apart.
4. Athletes will take turns shooting the ball at the opponent's goal (created by touching thumbs together and pressing index fingers to the table to form a window).
5. After five rounds, add up the athletes' scores for a combined team score.

## FINAL SCORING

After all the teams have completed the events, rank the teams based on their event score. The team's rank is also their final score for the event. For example, a first place ranking is worth one point; an eighth place ranking is worth eight points. The team with the lowest score after all six events have been tallied is your overall Office Games gold medal winner!

## AWARD CEREMONY

The Office Games are not complete without an award ceremony! Keep the final scoring a secret, and call together all the teams for your award ceremony. Add some fanfare by playing the Olympic anthem and having all the teams parade into your meeting space.

Announce the winners starting with third place. Present each team member with an award certificate, medal, or trophy to honor their accomplishment. You could even recreate the Olympic crown of olive branches with pipe cleaners. Take photographs of the winning teams and use them to share the exciting news of your Office Games both internally and externally.

Remember, you don't have to wait another four years to host the Office Games! Create your own game ideas and host another event, soon!

