

Team Building Event Preparation Checklist

No.	Activity	√
	Design planning	
1	Identify the development need	
2	Aims and outcomes of the team building event are clear	
3	Design and review the team building activity	
4	How long will the event last?	
5	Identify success measures	
6	Team members are consulted and feedback acted upon prior to event	
	Logistics for the event	
7	Establish budget available	
8	Suitable date identified (consider potential clashes with diary commitments)	
9	Establish venue requirements – size of room/s, layout, location, accessibility, AV equipment	
10	Book a venue (Venues available on campus can be viewed at Conference and Visitor Services Office web site)	
11	Identify and organise resources required – AV requirements, flipcharts / stands / markers / notepaper/ pencils / copies of all exercises / Blue tac / masking tape etc.	
12	Prepare programme and agenda	
	Organising the Participants	
13	Information and invitations sent to team members	
14	Responsibilities for tracking responses and establishing final attendance list clearly assigned	
15	If there are small group breakouts consideration should be given to group make-up.	
16	Issue Agenda	
	Running the event	
17	Explain process to team	
18	Check everyone understands objectives	
19	Check team members expectations	
20	Identify benefits of event to: Individual Team Organisation	
21	Run activities	
22	De-brief activities	
23	Agree Action Plan for out-puts from event	
	Follow-up activity	
24	Circulate agreed action plan form event to team members	
25	Schedule follow-up meetings	

Note: Depending on the purpose of the event the structure will differ. However in general:

- Activities should be as interactive and varied as possible
- While there should be an idea of what will happen when, there should be some flexibility built in
- When giving direction or context for any activity or discussions this should happen before any group the discussions take place
- If participants are asked for ideas, come up with ideas then they need to be dealt with constructively (if the ideas are dismissed or ignored it tends to make people feel they have wasted their time)
- If the event results in action plans to take objectives forward then team members should be kept informed.