



Planning Checklist

Company Picnic

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3 Months Before

- Create an Event Planning Committee and assign responsibilities.
- Determine overall budget. Allocate funds for each party element.
- Set the date, time, and location.
- Develop a guest list.
- Decide on a theme. Start thinking how to incorporate throughout entire event. - Research entertainment: DJ, games, etc.

2 Months Before

- Order Event Rentals: Tents, Tables, Chairs, Linens, Etc.
- Create a menu that matches the theme. If using a catering company, book them.
- Tip: A tent can provide protection from the elements, and allow you to hold a picnic on company grounds.

1 Month Before

- Book Entertainment.
- Decide on party favors and prizes.
- Send invitations.

1 Week Before

- Confirm with all vendors: event rentals, catering, entertainment, etc.
- Create a shopping list and purchase items.
- Create a timeline for the party.

3 Days Before

- Put favor bags and prizes together.

Day of Event

- Set-up party area.
- Enjoy!