

# How to plan a Company Picnic

The company picnic is a beloved tradition at many firms.

A well organized company picnic with planned activities can help integrate employees with each other.

The Employee picnic is a very important piece of the puzzle when it comes to a well rounded employee appreciation program.

A company picnic can be held for an entire firm of thousands or a single department of 25.

Boone Enterprises can arrange company picnics for all size companies. We have worked with some of the leading fortune 500 companies to provide the largest of events, to smaller offices with the perfect solutions for their groups.

But, how do you go about planning that perfect company picnic?

Keep detailed loose-leaf notebooks containing all contracts, divided into sections for Invitees, Budget, Location, Raffle Items, Bingo Prizes, Party Favors, Food and Beverage menus, Invitations, Activities, and Entertainment ideas, and any other significant decisions and resources. For even the smallest picnic you'll have to answer questions in each of these areas and the notebook helps you keep everything you need in one place. This will give you an overview of planning--and it will provide an immense aid to the person who handles this job next year.

## \_\_\_ **Decide who to invite**

Many of your other decisions will be based on this first step. Obviously, all of the employees who work for your company will be invited, but what about families? If the families are invited figure out how many people will attend. For company picnics we usually figure 80% of the people invited will show. Multiply that number by 2 and a half to account for spouses and kids and you should have a number to work with that makes sense. Will there be a limit on the number of guests each employee can bring, and should they RSVP?.

- \_\_\_ Employees only
- \_\_\_ spouses and significant others
- \_\_\_ children and/or clients?
- \_\_\_ Vendors

Total #: \_\_\_\_\_

**Select the date**

This might be the hardest part of planning a company picnic because it is difficult to coordinate everything that needs to happen. First, many experts advise you to plan the company picnic for a weekday so that weekends aren't compromised for tired workers. Second, you shouldn't plan it during a holiday vacation because many employees will be out of town. The fall and the spring are often the best times to hold company picnics because the weather is more favorable, but again you will have to work within many different schedules, so it pays to be as flexible as possible. If you choose a Saturday, do it early to have time to secure a location and entertainment. These get booked up well in advance.

Day of the week: \_\_\_\_\_

Date: \_\_\_\_\_

**Budget**

Decide what your budget is going to be in the beginning. This will give you an idea of where to start. But, do not despair if your budget is low. Talk to your vendors. Many vendors will be more than happy to sponsor part of your event. Some of the best company picnics we have done had "sponsored by" signs in front of all the inflatables and game tents. This is a great way for everyone involved in your company growth to share some time together.

Budget: \$ \_\_\_\_\_

**Getting Help**

Recruit a committee if necessary for each major component, including site selection, food and entertainment. Just because you are the chosen one as far as picnic-planning doesn't mean that you can't form committees to spread out the workload. Send a memo to all employees asking for volunteers for committee duty, and divide groups based on task, such as food, decorations, parking and entertainment. This will allow you to supervise rather than focusing on the little details that can lead to chaos.

Help: \_\_\_\_\_

\_\_\_\_\_

**Location**

Research locations, taking into consideration the travel time from employees' homes or the office. Check with local parks, churches, camp grounds etc. You do not have to go off site if you have enough green space. If you have a company that runs 24/7 sometimes it is better to have your event on site so that all employees can attend with their families. This is also a great opportunity to offer tours if your company has a factory, or area that the average person cannot visit. Many parents enjoy showing their family where they work and what they do.

Location: \_\_\_\_\_

**Invitations**

Create and distribute catchy invitations. A well-planned picnic deserves a companywide e-mail message. Have the invitation blown up to poster size and displayed prominently around the workplace.

**Menu**

Plan the menu with the venue and attendees in mind. Food can be as simple as hotdogs and hamburgers grilled by the management staff to a fully catered event. We are a full service catering company that specializes in company picnics and we can plan everything from burgers to dessert. If you choose to cater the event yourself, make sure that you have plenty of help so that everyone still gets a chance to enjoy the party. Make sure the menu offers vegetarian options.

Menu: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Meats:**

- Hamburgers
- Hot dogs
- Grilled Chicken
- BBQ Pork
- Fish Fry
- Veggie Burger

**Sides:**

- Potato Chips
- Potato Salad
- Baked Beans
- Cole Slaw
- Pasta Salad
- Corn on the Cob
- Watermelon
- French Fries
- Pintos
- Green Beans
- Corn
- Hush Puppies
- Fresh Fruit

**Desserts:**

- Cookies
- Brownies
- Ice Cream
- Banana Pudding

**Drinks:**

- Tea
- Lemonade
- Fruit Punch
- Sodas
- Bottle Water

**Fun Foods:**

- Cotton Candy
- Sno-Kones
- Pop Corn
- Nacho's
- Funnel Cakes



**\_\_\_ Website**

Set up a Web site about the party and list its URL on the invitations. You can post updates, driving directions and answers to frequently asked questions here, saving the organizing committee a lot of effort.

**\_\_\_ Signage**

- \_\_\_ Directional \_\_\_ Thank you \_\_\_ Informational \_\_\_ Welcome \_\_\_ Company
- \_\_\_ Sponsors \_\_\_ Easels \_\_\_ Posters

**\_\_\_ Entertainment and Activities**

Decide on your entertainment and events. Making sure you have activities that appeal to all ages (may companies forget events for middle teens) If you can persuade managers to take turns in a carnival dunk tank, you'll have a guaranteed crowd-pleaser. Keep your choices fresh, try to include a few new rides each year. Also, choose a few activities that are tall and visually stand out

**Rides:**

- \_\_\_ Wild Thing \_\_\_ Ferris Wheel \_\_\_ G-Force Twin Spin \_\_\_ Carousel
- \_\_\_ Pony Rides \_\_\_ Mechanical Bull \_\_\_ Kids Swing \_\_\_ Rock Wall
- \_\_\_ Trackless Train \_\_\_ Orbitron

**Inflatable:**

- \_\_\_ 27' Giant Slide \_\_\_ Kids Bouncer \_\_\_ 15' Slide \_\_\_ Iron Man Obstacle Course
- \_\_\_ Bungee Run \_\_\_ Bouncy Boxing \_\_\_ Joust \_\_\_ Cameron the Caterpillar
- \_\_\_ Velcro Wall \_\_\_ Sumo Wrestling \_\_\_ Crayon 3n1 Play land
- \_\_\_ Adult Bouncer \_\_\_ Tiger Belly \_\_\_ Castle Obstacle Course
- \_\_\_ Rescue Heroes \_\_\_ Module House \_\_\_

- \_\_\_ Dunk Tank \_\_\_ High Striker \_\_\_ Magician \_\_\_ Airbrush Tattoos
- \_\_\_ Sand Art \_\_\_ Spin Art \_\_\_ Sandy Candy Art \_\_\_ Petting Zoo
- \_\_\_ Cash Cube \_\_\_ Karaoke \_\_\_ Caricature Artist \_\_\_ Face Painter
- \_\_\_ Little Tykes Play area \_\_\_ Raffle Drum \_\_\_ Armbands/Tickets \_\_\_ Bingo
- \_\_\_ Game Show Mania \_\_\_ Field Games \_\_\_ Piñata Stand \_\_\_ Celebrity Photo Props

**Games:**

- \_\_\_ Twister Game \_\_\_ Ba-Skeeball \_\_\_ Basketball \_\_\_ Speedball \_\_\_ T-Ball
- \_\_\_ Milk can Toss \_\_\_ Tip the Cats \_\_\_ Micro Reality NASCAR Track \_\_\_ Bingo
- \_\_\_ Miniature Golf 10 Hole \_\_\_ Volley Ball \_\_\_ High Striker \_\_\_ Gold Fish Toss
- \_\_\_ Pick up Ducks \_\_\_ Ring Toss \_\_\_ Lolli Pop Tree \_\_\_ Frog Bog \_\_\_ Hoopla
- \_\_\_ Prizes Other \_\_\_\_\_

**Fun Foods:**

- \_\_\_ Cotton Candy \_\_\_ Sno-Kones \_\_\_ Popcorn \_\_\_ Funnel Cakes \_\_\_ Ice Cream \_\_\_ Nachos

**Tents:**

- \_\_\_ Welcome \_\_\_ Food Preparation \_\_\_ Buffet/Serving \_\_\_ Seating \_\_\_ Drinks \_\_\_ Fun Food
- \_\_\_ Baby Changing Station
- \_\_\_ Tents Sizes: \_\_\_\_\_

**Tables:**

- \_\_\_ 6' (seats 10) \_\_\_ 8' (seats 12) \_\_\_ 60" (Round seats 10)

**Chairs:**

- \_\_\_ Chairs

### **\_\_\_Entertainment and Carnival Event Agency**

Choose an agency that has references and experience in company picnics like Boone Enterprises with over 38 years of experience. Be sure to check that they provide full insurance coverage. Also, the cheapest isn't always best. Check on the quality of their games and rides. Be sure their staff is presentable and attentive. Safety is very important. Inflatable and Interactive games can be a huge attraction for kids AND adults and they certainly add a festive flair to the event. There is something about pulling into a parking lot and seeing Carnival rides like a Carousel or Ferris Wheel along with giant inflatables and slides to get everyone excited. Who doesn't love the carnival atmosphere? Boone Enterprises carnival rides & games provide a unique element of interaction between your guests, their children, and your event. The excitement is contagious, and the payoff is very rewarding for everyone involved.

### **\_\_\_Onsite**

Set up registration table "Welcome tent" if you need to have people check in and register. Have wrist band if needed at parks to prevent others from going on the rides or eating your food.. Have volunteers to help. Print out a schedule of events and important reminders to hand out to attendees as they arrive at the picnic site.

### **\_\_\_Bingo**

Many companies offer Bingo games for the adults while the children are playing on the inflatable games. Bingo games are played for fun with the winners receiving prizes.

\_\_\_Bingo Cage \_\_\_Bingo Caller \_\_\_Bingo Cards \_\_\_Bingo Prizes \_\_\_Amplifier

**\_\_\_Game Show Mania** Boone Enterprises have the professional game show podiums with displays, flashing lights, and buttons that lockout the other podiums (so the first contestant to buzz in gets to try to answer first). Plus each podium has its own microphone for the player to talk in to. We have tons of trivia questions available, including history, science, geography, music, television, movies, pop culture, and much more. Or we can import specific questions pertaining to your company or event! Our system is completely portable, so we can bring the game show directly to you! The winners of each round get to enter the Money Machine and keep all the cash, they can capture in 18 seconds.

### **\_\_\_Stage**

\_\_\_Audio Visual \_\_\_Projector \_\_\_Amplifier \_\_\_Screen \_\_\_Electrical \_\_\_DJ  
\_\_\_Sound \_\_\_Lighting \_\_\_Special Lighting \_\_\_Special Presentations \_\_\_Emcee

### **\_\_\_Electrical**

Keep in mind as you are planning entertainment that many things require a power source so you want to plan your event with power requirements in mind.

**\_\_ Give A ways**

Order any party favors or company promotional items well in advance. Special logo T-shirts or baseball caps are always popular, but also consider Frisbees, water bottles, tote bags and beach balls.

Give A Ways: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\_\_ Security**

**\_\_Porti Jons**

**\_\_ Parking**

**\_\_ Decorations**

**\_\_ Helium Tank \_\_Balloons \_\_Ribbon \_\_Ties**

**\_\_ Trash**

Just keep in mind while you are making plans that your ultimate goal is to show you appreciate your employees and their family's efforts to support your business. Do not make your plans so complicated that you cannot enjoy the day. A company picnic should be fun for everyone; even the management!

Wade Boone is the owner of Boone Enterprises in Winston Salem, North Carolina. Boone Enterprises has been planning company picnics and college events for over thirty eight years. For more information on planning company picnics or college events in North Carolina and surrounding states, please visit our website: [www.BooneEnterprises.com](http://www.BooneEnterprises.com) Or call his office at **336-765-6863**.

Email [benterprises@triad.rr.com](mailto:benterprises@triad.rr.com)

Visit us on the web at: [www.booneenterprises.com](http://www.booneenterprises.com)

# **“Your Company Name Here”**

## **SAMPLE PICNIC AGENDA**

Date: TBD , 2008 Location: TBD

**Guests Arrival Time 11:30 AM – 12:00 PM**

**Raffle Registration at Welcome Tent 11:30 AM -12:00 PM**

**Midway of Carnival Rides & Games Opens 11:30 AM**

**Food Service 12:00 PM – 2:00 PM**

**Beverage Service 11:30 AM – 3:30 PM**

**Hosted Bingo after Lunch 2:00 PM – 3:00 PM**

**Game Show Mania 3:00 PM to 4:00 PM**

**Organized Field Games 2:00 PM – 3:00 PM**

**Kids Jump House 11:30 AM – 3:30 PM**

**Miniature Golf 11:30 AM – 3:30 PM**

**Open Free Play 11:30 AM – 3:30 PM**

**Mobile Disc Jockey (Optional) 12:00 PM – 4:00 PM**

**Concessions (Optional) 2:00 PM – 4:00 PM**

**Midway of Carnival Rides & Games Closes 3:30 PM**

## **Raffle Drawing 4:00 PM**



Add pictures of attractions