

CORPORATE EVENT PACK



INTRO

- Some companies like to use our presentation stage to give out employee awards or give a speech. Some use it to give out prizes based on the day's activities (most valuable player, highest score and lowest score etc)
- Sounds obvious but capture any special requirements such as medical or dietary.
- Use the event planner in this pack to help.
- Use the Team List to track important info about your attendees.

PLANNING YOUR DAY

- Make sure everyone knows where and when they are meeting
- Check traffic and allow plenty of time for your journey, we're located near the A23/M23 and Gatwick so can get busy.
- Check the weather forecast and dress in appropriate clothes
- Any issues give us a call.
- Double-check you've packed everything you need - that includes the management! 😂

EVENT PLANNER

- Is everyone invited?
- Have you arranged for prizes?
- Placed food order with us?
- Does anyone need accommodation?
- Is transport sorted for everyone?
- Does everyone know where and when?
- Does everyone know what to wear?

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GUEST LIST

Name	Team	Contact No.	Any Medical/Dietary



GUEST LIST CONT'D

Name	Team	Contact No.	Any Medical/Dietary

