

Company Picnic Logistics Outline

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

1. Transportation

Details of transportation arrangements (e.g., buses, carpooling).

2. Venue Setup

Outline of seating, shade areas, food stations, and activity zones.

3. Food and Beverages

Menu items, catering services, and beverage options.

4. Activities and Games

List of planned activities and games for all ages.

5. Safety and Emergency Plan

Details on first aid, emergency contacts, and protocols.

6. Budget Overview

Estimated costs and budget allocations for each category.

7. Communication Plan

How information will be disseminated to employees.

8. Feedback Mechanism

Process for collecting feedback post-event.

Contact Information

Coordinator: [Insert Name]

Email: [Insert Email]

Phone: [Insert Phone Number]