

Company Picnic Team Responsibilities

Date: [Insert Date]

Dear Team,

As we prepare for our upcoming company picnic, it's important to outline the responsibilities assigned to each team to ensure a successful event. Below are the designated roles:

Event Coordinator

- Oversee the overall planning and execution of the picnic
- Ensure communication among all teams
- Resolve any issues that arise on the day of the event

Food and Beverage Team

- Coordinate the catering service
- Organize food setup and clean-up
- Manage dietary restrictions and food allergies

Games and Activities Team

- Plan and organize games and activities for attendees
- Ensure necessary materials and equipment are available
- Supervise activities during the picnic

Logistics Team

- Arrange transportation and parking for attendees
- Set up and take down event space
- Manage supplies and equipment during the event

Communications Team

- Promote the picnic internally through emails and announcements
- Document the event through photos and videos
- Gather feedback from attendees post-event

Thank you for your cooperation and enthusiasm in making our company picnic a memorable event!

Best regards,

[Your Name]
[Your Position]
[Company Name]