

# Company Picnic Agenda

Date: [Insert Date]

Location: [Insert Location]

## Agenda

- **10:00 AM - 10:30 AM:** Arrival and Check-in
- **10:30 AM - 11:00 AM:** Welcome Speech
- **11:00 AM - 12:30 PM:** Games and Activities
- **12:30 PM - 1:30 PM:** Lunch Served
- **1:30 PM - 3:00 PM:** Team Building Activities
- **3:00 PM - 4:00 PM:** Raffle Draws & Prizes
- **4:00 PM - 5:00 PM:** Closing Remarks
- **5:00 PM:** Departure

## Notes for Organizers

Ensure all materials for games are prepared in advance.

Confirm food and beverage delivery the day before.

Designate areas for each activity and set up signage.

Thank you for your hard work in making this picnic a success!