



TeamBonding

Better teamwork. Happier teams.™

The Event Pro's Playbook for Planning Engaging Team Building Events

Your go-to guide for planning unforgettable team building events. Packed with expert tips, practical checklists, improv games, and insider advice. Everything event pros need to engage teams, boost connection, and make events shine.

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Team Building Event Planning Checklist

1. Define Event Goals

- Clarify the event's purpose (team bonding, education, celebration, etc.)
- Identify key audience demographics and expectations
- Establish desired outcomes (morale boost, collaboration, brand awareness, etc.)

2. Plan the Format

- Select event type (virtual, hybrid, in-person)
- Choose appropriate time and date based on audience availability
- Align event duration with engagement goals and attention spans

3. Secure the Right Venue

- Ensure it fits your group size and activity needs
- Confirm accessibility (ADA compliance, parking, location)
- Check for required tech (AV, Wi-Fi, screens, lighting)
- Identify breakout spaces for small group interaction
- Create an atmosphere (lighting, music, branding visuals)

4. Design for Interaction

- Incorporate icebreakers and energizers
- Include team building or collaborative activities
- Plan interactive elements like games, trivia, or improv
- Allow time for informal networking and mingling

5. Prep Your Hosts/Facilitators

- Book engaging and experienced facilitators or emcees
- Provide them with clear event goals and run-of-show
- Brief them on audience tone (casual, corporate, creative)
- Give them access to tools and support staff if needed

6. Curate Content & Experiences

- Tailor activities to the group's industry or culture
- Add meaningful themes (e.g., wellness, innovation, CSR)
- Plan for personalization (name badges, team names, branded materials)
- Consider surprise elements (pop-up games, giveaways, VIP guest)

7. Build Visual & Emotional Engagement

- Design a cohesive theme with signage, decor, and colors
- Incorporate branded elements or swag
- Use mood-setting elements like music, scent, and lighting
- Create photo ops (step-and-repeat, themed props, live artists)

8. Feed & Fuel

- Offer snacks/meals that are dietary inclusive (allergies, vegan, etc.)
- Provide hydration stations and/or signature drinks
- Include breaks for energy and conversation

9. Use Technology Thoughtfully

- Set up digital RSVP and communication tools (e.g., Eventastic)
- Use event apps or QR codes for schedules, maps, team lists
- Incorporate live polls, games, or social walls

10. Capture & Follow Up

- Hire a photographer or designate someone to take candid shots
- Encourage social sharing with a hashtag or contest
- Send a post-event recap or thank-you email
- Gather feedback via a quick post-event survey
- Share highlights internally or externally

How to Plan an Engaging Team Building Event



STRATEGIC PREPARATION

As an event planner, you're not just coordinating logistics—you're shaping experiences that can create lasting change within a team. When done right, team building goes beyond a single day of activities. It strengthens workplace culture, encourages collaboration, and boosts morale in ways that benefit your client's organization long-term.

But without the right preparation, even the most engaging event can fall flat. From venue coordination to setting expectations, your work behind the scenes makes or breaks the experience.

Use this guide to ensure your next team building event not only runs smoothly, but delivers measurable value.



CHOOSE THE RIGHT EVENT

Clarify Goals:

What is the team hoping to gain—stronger communication, improved morale, better cross-departmental collaboration? Ask early and align the event selection to these goals.

Match Style to the Team:

Consider your client's company culture. Are they more comfortable indoors or ready for outdoor adventure? Do they prefer low-key bonding or high-energy challenges? Recommend event styles—collaborative, competitive, creative, problem-solving—that best fit both the goals and the group's personality.

Account for Special Circumstances:

Take stock of any organizational shifts that may impact group dynamics. When helping clients choose an event, ask:

- Are they onboarding new staff?
- Recently merged or restructured?
- Managing burnout or change fatigue?

The right activity can help teams navigate transitions more smoothly.

How to Plan an Engaging Team Building Event



PREP YOUR TEAM

Communicate Dress Code Clearly:

If you're coordinating with HR or team leads, make sure messaging about attire—especially footwear—is sent out well in advance.

Rethink the Label:

Encourage clients to refer to the event by its name, not just “team building.” Creative program names like “Gladiator Olympics” or “Escape the Office” pique interest and reduce skepticism.

Avoid Total Surprises:

A little mystery is fun—but blindsiding a team with a full-day activity? Not so much. Provide basic info and let excitement build organically.

Set Expectations:

Ensure clients clearly communicate that full participation is expected and that, unless urgent, distractions like cell phones should be kept to a minimum.

Start (and End) on Time:

As the planner, confirm travel arrangements and schedule buffers. Nothing disrupts energy more than a late start or early departure.



PREP THE EXTRAS

Incentivize:

If appropriate, build in small prizes for winners. A little competition fuels teamwork and boosts engagement.

Strategize Breaks:

If the event is part of a longer agenda or offsite, be strategic. Allow a break between heavy content and the team building portion to reset energy.

How to Plan an Engaging Team Building Event



PREP THE SPACE

Limit Interruptions:

If you're booking venues, request that catering and breaks happen outside the event space. Activity flow is crucial—mid-event coffee carts aren't ideal.

Maximize Room to Move:

Be sure your venue suits the event's physical requirements. Team activities need ample space for engagement—book accordingly.

Handle Supplies Smoothly:

Select venues that can accept advance shipments of supplies and clarify any fees related to storage or handling. Confirm delivery deadlines with all vendors.

Plan for Weather:

Outdoor events are great—until they're not. Always have a weather contingency and ensure staff on-site are aware of what the event entails (especially if things get noisy or active).

Allot Setup & Breakdown Time:

Build in setup, breakdown, and reset times when reserving space. Factor in any pre-event meetings or transitions that may affect timing.

Fuel the Team:

Plan for snack breaks, especially in the afternoon. Light, healthy snacks and coffee can combat post-lunch energy dips.

How to Plan an Engaging Team Building Event



WORKING WITH FACILITATORS

Brief Your Facilitator Thoroughly:

Share any relevant team insights ahead of time. This includes:

- Physical or accessibility needs
- Group dynamics (tenure, hierarchy, personality mix)
- Recent company changes or inside jokes
- Leadership involvement (e.g., CEO participating)
- Specific goals for the session

Set Them Up to Succeed:

Trust the process. Professional facilitators are trained to guide your clients through meaningful, results-driven programs. Once the event begins, your job shifts to supporting logistics while they steer the experience.

Avoid Over-Customization:

It's tempting to tailor every detail, but trust your facilitators' expertise. Their frameworks are tested, and over-editing can dilute impact. Focus on alignment, not micromanagement.



EVENT DAY REMINDERS FOR PLANNERS

- Have all vendor and contact details easily accessible
- Double check deliveries and room setup timing
- Ensure the client team knows where to go and when
- Help manage expectations and set a positive tone
- Stay available, but let the facilitator take the lead



AFTER THE EVENT

Your job doesn't end when the applause fades. Encourage clients to follow up with their teams and build on the momentum:

- Send a thank-you message or survey to participants
- Recommend follow-up activities that align with the event's takeaways
- Offer options for ongoing team engagement and future events.

When team building works, it's because someone like you made it happen.

How Improv Can Improve Your Team Building Events



HOW TO USE IMPROV EXERCISES TO DRIVE CONNECTION, COLLABORATION AND CREATIVITY

Improv isn't just for actors or comedians—it's one of the most effective tools you can use to help teams loosen up, connect, and strengthen key workplace skills in a fun, low-pressure way. Whether you're running a standalone improv workshop or weaving a few quick exercises into a larger team building event, improv games are powerful tools to increase trust, break down barriers, and spark spontaneous creativity.



THE BENEFITS OF IMPROV FOR TEAMS

Here's why improv works so well in a corporate team setting:

- **Encourages Active Listening:** Improv relies on tuning into others' ideas and building on them. This skill directly translates to better collaboration and communication in the workplace.
- **Fosters a Growth Mindset:** Improv teaches that there are no mistakes—only opportunities. This mindset helps teams become more resilient and innovative.
- **Promotes Psychological Safety:** Laughter and play level the playing field, allowing team members to feel more comfortable speaking up, taking risks, and supporting one another.
- **Improves Adaptability:** The unexpected is part of the game. Improv helps people get comfortable with thinking on their feet—an essential skill in today's fast-paced work environments.
- **Builds Trust:** Many improv games require teams to rely on each other in real time, creating a shared sense of success and fun. Ensure the client team knows where to go and when.

How Improv Can Improve Your Team Building Events



TIPS FOR IMPLEMENTING IMPROV EXERCISES SUCCESSFULLY

You don't have to be a performer to run improv. These exercises are designed to be accessible, energizing, and fun for all types of participants. Here's how to get the most out of them:

1. **Set the Stage:**
Many improv games require teams to rely on each other in real time, creating a shared sense of success and fun. Ensure the client team knows where to go and when.
2. **Start Small:**
Begin with light, low-stakes activities. Use warm-ups or icebreakers to ease people into the flow before diving into more interactive or vulnerable games. Choose exercises that match your group's energy and comfort level.
3. **Celebrate Participation, Not Performance:**
Make it clear that simply participating is the win. Laugh with, not at, one another. Focus on connection, not perfection.
4. **Debrief the Experience:**
After each exercise, take a moment to reflect. Ask questions like:
 - a. How did that feel?
 - b. What did you notice about how you communicated?
 - c. How might this apply to your work together?

These short discussions help translate the fun of improv into real-world learning.

5. **Mix and Match:**
Use improv games as energizers during long meetings, as connection builders for new teams, or as a way to shake off stress before diving into problem-solving sessions. They can stand alone or be paired with other activities.

▶ Team Building Activity: YES, AND...

The goal of this game is to create a scene or story collaboratively by agreeing with and building on each other's contributions. Here's how it works:

1. Partner the players and ask them to decide who is A and who is B.
2. Ask A to make a statement ("The lunch today was great.").
3. B is to reply with "Yes, and. . ." and make another, somewhat related statement ("Yes, and we got to eat two desserts!").
4. A continues with "Yes, and. . ." ("Yes, and then I had tons of energy from all the sugar.").

The participants should continue this exercise for an allotted period of time. This is not a game that anyone should be trying to win. The goal is to practice communication.

Post-activity debrief questions:

- What are the obstacles to agreement?
- How does it feel to be consistently agreed with and consistently agree?
- What was it like to unconditionally listen so intently to someone? To be listened to?
- Was it easy or difficult to build upon what each other was saying?
- How can this technique be helpful to you while working with others?

Team Building Activity: PASS THE CLAP

This game helps improve team coordination and communication skills in a playful and engaging way. Here's how it works:

1. Have all participants stand in a circle, facing each other.
2. Inform the participants that the goal is to pass a single clap around the circle as quickly and smoothly as possible.
3. One person begins by making eye contact with the person to their left or right and then clapping their hands together.
4. The person who receives the clap then repeats the action by clapping their hands and making eye contact with the next person in the circle, thereby passing the clap.
5. The clap continues to be passed around the circle in this manner. Encourage participants to maintain eye contact and be ready to react quickly to keep the flow going smoothly.
6. Once the group gets the hang of the game, challenge them to increase the speed at which they pass the clap around the circle, aiming for a seamless and quick transition.
7. For added challenge and fun, you can introduce variations such as changing the direction of the clap, sending multiple claps around the circle, or adding verbal sounds along with the clap.

Team Building Activity: COUNT TO 20

Count to 20 is a simple and engaging exercise that helps participants practice patience, active listening, and group coordination. Here's how it works:

1. Have all participants stand in a circle, facing each other.
2. One participant starts counting by saying "1" aloud.
3. Another participant (not the one who just spoke) must then say "2," followed by another saying "3," and so on.
4. If two participants say a number at the same time, the group must start over from "1."
5. There is no predetermined order or signaling. Participants must listen carefully and be aware of when to speak.
6. The game continues until the group successfully counts to 20 without any overlaps.

Team Building Activity: PARTY QUIRKS

Party Quirks is a popular improv game that combines creativity, quick thinking, and humor. It involves one player guessing the unusual characteristics or identities of the other players, who act as party guests with assigned quirks. Here's how the game works:

1. Select a host. This person will temporarily leave the room or wear a blindfold so they cannot hear the quirks being assigned.
2. The remaining players (the guests) are each assigned a unique quirk by the group, ranging from specific characters ("thinks they're a superhero") to odd behaviors ("speaks only in questions").
3. The host then returns to the room and the game begins.
4. One by one, the guests enter the party, acting out their assigned quirks or identities. The guests interact with the host and each other, maintaining their quirks throughout.
5. The host observes the guests' behavior and tries to guess each guest's quirk or identity. They can make guesses out loud and interact with the guests to gather more clues.
6. Once the host has correctly identified a guest's quirk or identity (or if they give up), the guest confirms it. The game continues until the host has identified all the guests' quirks.

© Team Building Activity: EXCUSES, EXCUSES

Excuses, Excuses is a fun and interactive party game that revolves around creativity, quick thinking, and humor. It involves participants inventing and delivering excuses for various situations. Here's how the game works:

1. Gather players – this game works best with a group of at least four people.
2. Prepare a list of scenarios or situations where someone might need to give an excuse. These can be written on cards or simply thought up on the spot.
3. Choose one player to be the judge for the first round. The judge will present the scenario and decide which excuse is the best.
4. The judge presents a scenario to the group. For example, "Why were you late to work today?" or "Why didn't you do your homework?"
5. The other players take turns coming up with creative, funny, or outrageous excuses for the scenario. Each player delivers their excuse to the group.
6. After hearing all the excuses, the judge selects the excuse they found the most amusing, creative, or fitting.
7. The player with the best excuse becomes the judge for the next round, and a new scenario is presented. Continue rotating roles so everyone gets a chance to be the judge.



What's Hot in TeamBonding



Virtual Activities

Bond your team—no matter their location! Our virtual team building activities are designed to inspire real connection, spark collaboration, and keep remote teams engaged, supported, and thriving. All fun, no travel required.

In-Person Programs

Bring people together through fun, hands-on experiences that foster connection, boost morale, and build stronger, more collaborative teams—wherever you are.



Custom Team Building

Got a wild idea? We'll make the magic happen! From filmed-inspired challenges to pirate quests, we create fully customized team building experiences tailored to your theme, goals, or imagination.

If you can dream it, we can team it.

Charitable Team Building

Your team can make a real difference! Our CSR events blend purpose with play, turning team building into a powerful way to give back. From building bikes to care kits, these experiences unite your team while creating lasting impact.



Make the Most of Every Season!

Enjoy the nice weather by going **outdoors**.

Where teams go to grow!



Check out our team building resources:

Stay in the loop—subscribe to our emails and check out our free resources!

TEAM BUILDING
SAVES
THE
WORLD
PODCAST



Subscribe & Visit Our Blog

Free eBooks



TeamBonding

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200+ Customizable Team Building Events to Choose From

For a detailed description of our events, please click on the title you're interested in.



COMPETITIVE

At the Races *Virtual
Atmosphere
Board Game Speed Networking
Build-A-Boat
Catapult to Success
C'mon Down! *
Center of the World
Corporate CSI *
Corporate Feud *
Corporate Film Festival
Corporate Project Runway
Corporate Quiz Bowl
Corporate Survivor
Domino Effect
Game of Drones
iBuild *Virtual
Ice Sculpting
In It to Win It *Virtual
Integrity
Outrageous Games
Quickfire
Quickfire Olympics
Sand Sculpting
School for Spies
Shark Teams
Spin to Win *Virtual
Squad Game
Star Games
STEM Speedway
Summer Camp Throwback
Tabletop FASTCAR
Team Disc Golf
Team Synergy
The Chocolate Challenge *Virtual
Ultimate Tailgate Challenge
Wild Card Bingo *Virtual

COLLABORATIVE

Animate
Bridging the Divide
Chain Reaction Tabletop
City Build
Full House
Meditainment
Nexus Speed Networking
Product Pipeline
TeamProv *Virtual
The Big Picture

ESCAPE GAMES

Beat the Box
Escape the Maze
Escape the Mob *Virtual
The Infinite Loop *Virtual

CHARITABLE

Build Your Own Mini Golf Course
Build-a-Birthday
Charity Guitar Build
Clean Water Connection
Cooking For A Cause
Everyday Superheroes
Foodbank Showdown
Generations of Giving
Go Give - Charity Challenge
Healthcare Heroes
Helping Hands
Hope for the Holidays
Hopeful Handbags
Just Roll With It - Skateboard Build
Little Team Library
Mission ImPAWssible
Mr. Roboto
Operation Cancer Care
Operation Military Care
Paint Soles For Souls
Paws For A Cause
Play it Forward Gameshow *Virtual
Prosthetic Hand Project
Rollator Walker Build
Team Teddy Rescue Bear
Team Disaster Relief
The Big Give
The Charity Bike Build
The Donation Station
Tools for Schools
Toys for Tykes
Wheels Around the World
Wheelchairs in Motion

CULINARY

Chili Cook-Off
Dining In The Dark
Food Truck Challenge
Gingerbread House Hunters *Virtual
Great Appetizer Challenge
Just Desserts
Let Them Eat Cake
Murder Mystery Dinners *Virtual
Progressive Dinner
Salsa Showdown
Ice Cream Challenge
Team Chocolatier *Virtual
Team Cuisine
Team Mixology *Virtual
The Chocolate Challenge *Virtual
Ultimate Pizza Challenge
Winery Team Challenge *Virtual
Wicked Good Chowda Cook-off

BONDING BUSES

Do Good Bus *
Music Bus
Mystery Bus

* = Charitable Option Available

* = Available Virtually



TeamBonding

Better Teamwork. Happier Teams.™

200+ Customizable Team Building Events to Choose From

For a detailed description of our events, please click on the title you're interested in.



LEARNING & DEVELOPMENT

Improv for Team Building *Virtual
Breaking Barriers
Change Management
DiSC™ Training
EcoPitch – Sustainable Challenge *
Effective Communication
Emotional Intelligence
Global Innovation Game *Virtual
Human Skills
Humor that Works
Integrity
Jeopardy!® *Virtual
Laughter Yoga *Virtual
Leadership Stories
MBTI® – Myers-Briggs Type Indicator
Team and Leadership DNA *Virtual
Team PechaKucha
Team Resilience Training *Virtual
Team Wellbeing
Strengths Finder 2.0
The Haka Team Building

SCAVENGER HUNTS

Amazing Race
City Explorer
Day at the Museum
Mad Dash
Team-opoly
Polaroid Scavenger Hunt
Pub Crawl Scavenger Hunt
Sleuth: The Murder Mystery
Spy Hunt
Venue Explorer

MUSIC & RHYTHM

Beatswork
Team Songwriting Experience
Boom Time
Crescendo
Drumming Up A Team
Sound Crowd
Global Music Festival *Virtual
Playing the Blues

VIRTUAL EVENTS

Almost Anything Goes – Online Trivia
An Attitude of Gratitude
Around the Virtual Campfire
Chocolate Truffle Making
Chocolate Tasting Experience
Cookie Tales – Decorating Kits
Elephants on Mars
Employee Wellness
Escape the Blizzard
Haunted House Virtual Escape Room
Impact Online *
International Food Tour
Majority Rules
Master Mentalist – Jon Stetson
Museum Scavenger Hunt
Picture This: Virtual
Professional Development Workshop
Quickfire Olympics Online
Race Around the World
Rogue Agent – Virtual Escape Room
Say Cheese – Mozzarella Making
Sherlock Holmes – Murder Mystery
Sight Unseen
Sketch It Forward Greeting Cards *
Solve a Rubik's Cube
Summit to Success
Team Painting
Team vs Machine AI Challenge
The Corporate Tonite Show
The Best Dueling Piano Show
The Climate Change Challenge *
Ultimate Virtual Team Building Event
Virtual Balloon Twisting Workshop
Virtual Casino Night
Virtual Crime Scene Investigation
Virtual Global Music Festival
Virtual Office Party
Virtual Poker Tournament
Virtual Taskmaster
Virtual Team Connections
Virtual Training Workshops
WFH Scavenger Hunt

CUSTOM TEAM BUILDING

Looking for a custom company team building event for a special conference theme, favorite management book, ideal training model or a unique set of learning outcomes? Whether you're looking to run a custom 1,500 person scavenger hunt, indoors (*been there*) or support a new cause in your community (*done that*), we've got your back. Your needs are unique, your team is original and we never take a one size fits all approach at TeamBonding. When our existing programs just don't cut it, we pull out all the stops to help you build a 100% customized program for your team.

* = Charitable Option Available

* = Available Virtually

Let Us Help You Plan the Perfect Team Building Event!

Ready to turn your next team building event into something truly impactful? Whether you're just starting the planning process or looking for fresh ideas, we're here to help.



Visit us: TeamBonding.com



Call us: [1.877.472.2725](tel:18774722725)



Email us: Hello@TeamBonding.com



TeamBonding
Better teamwork. Happier teams.™

