

500+ EVENTS · SINCE 2010

The *Team* *Day* Planner

Planning a team day people keep talking about, from first idea to debriefing.

“We do not sell activities. We build moments where colleagues *rediscover each other*. The activity is the means, the memory is the product.”

Dieter Sergeant

Experience Designer, BeauBelge Events

This planner is not an activity brochure but a working document.

Take your time with the form on page 05: fill in those fields and your briefing is essentially written.

You are not booking an activity. You are booking a *result*.

A team day is not a calendar item but an outcome: colleagues who know each other better, energy that lasts for weeks, a story still being told on Monday.

Choose the activity first and set the goal afterwards, and you have organised entertainment. Work the other way around and you build connection.

Every good project starts with the same question:
what does success look like for your team?



Recognise your situation before you *read on*.

Five starting points. Most of the team days we build begin with one of these five.

01

Team building

A day or half day to strengthen ties, from 8 to 400 colleagues.

02

Staff party

Celebrating with the whole company, from reception to evening programme.

03

Seminar plus experience

Meet in the morning, experience in the afternoon. Our most requested combination.

04

Leadership retreat

Small group, exclusive venue, room for conversation.

05

Winter event

Curling, fondue or your own ice rink, indoors or outdoors, all year round.

Your Team Day *Canvas*

Put your team day on paper before you compare quotes. Fill in these fields and your briefing is essentially written.

GOAL OF THE DAY

NUMBER OF PEOPLE

COMPOSITION OF THE GROUP (colleagues, partners, mixed)

AVERAGE AGE

PREFERRED LANGUAGE

DATE OR PERIOD

HALF DAY, FULL DAY OR WITH OVERNIGHT STAY

REGION OR OWN VENUE

CATERING PREFERENCES (breakfast, lunch, dinner)

PREVIOUS TEAM EVENTS (what worked, what did not)

INDICATIVE BUDGET PER PERSON (with or without VAT, open to discussion)

FOCUS (active, sporting, urban, creative, relaxed)

Send this page in with your request and you will receive a personal reply within 24 hours.

What does a team day *really* cost?

Budget for venue and catering only and you will meet the rest along the way. A complete team day has seven cost items. And an eighth that is rarely counted.

Venue

Rental, room layout, permits

Activity and equipment

Game, gear, set-up

Catering

Breakfast, lunch, dinner, drinks

Transport

Travel there, back and on site

On-site staff

Presence on the day itself

Technical

Sound, light, power

Plan B

The alternative in bad weather

Your own hours

Comparing, calling, arranging. Rarely budgeted.

With us you get one quote covering all of it, with one contact person and one invoice. Any extras along the way are approved in advance, never charged afterwards.

Eight to twelve weeks ahead, and sometimes *faster*.

To be sure of your first choice of date and venue we advise 8 to 12 weeks. Autumn and early summer are the busiest periods; to land there, book earlier.

Short on time? Get in touch anyway: we have set up events within three weeks. We will tell you honestly what is feasible.



12 weeks and more

Autumn and early summer. The busiest periods, so book early.

8 to 12 weeks

Our advice. Room for your first choice of date and venue.

From 3 weeks

Possible, in consultation. We say up front what is and is not feasible.

Every outdoor programme with us has a *plan B*.

For every outdoor event we design an alternative in advance: sometimes a covered version of the same activity, sometimes an entirely different programme.

That plan B is described in your proposal before you book. So the weather decides the atmosphere, never whether your day succeeds.

OPTION A

The same activity, under cover. The shape of the day stays the same.

OPTION B

An entirely different programme, worked out in advance and described in your proposal.

The five *pitfalls* of planning a team day.

01 Starting too late

The best venues and dates go first; haste pushes you towards second choices.

02 Choosing the activity before the goal

What looks fun is not always what the team needs.

03 Trying to please everyone at once

Combine everything and you get a programme without character. Pick two focus points at most.

04 Compulsory fun

Forcing participation backfires; a good programme gives every colleague a role, including those who would rather stay out of the spotlight.

05 Logistics left until last

Food, transport and timing carry the mood of the day; arrange them last and you will feel it at the event.

Ask every event partner these seven questions. *Us included.*

01 Who is my single contact person, from first conversation to debriefing?

02 What exactly happens in bad weather, and is it on paper beforehand?

03 What is included in the price, and what could still be added?

04 How are allergies and dietary preferences handled?

05 What insurance covers participants and equipment?

06 How quickly will a worked-out proposal be on the table?

07 What comparable events have you run, and may I speak to a reference?

One partner, more than *one season*.

Alongside 22 team-building activities we run winter experiences with our own equipment: curling and eisstok with cheese fondue, and full synthetic ice rinks via Glice, indoors or outdoors, all year round.

A seminar with an experience afternoon, an anniversary or a family day: we deliver those from concept to execution too. Ask about it during your scan.



Teambuilding

22 activities, from solex rides to the Lowland Games.



Curling and eisstok

With cheese fondue, our own equipment, indoors or outdoors.



Staff party

From reception to evening programme, up to 400 colleagues.



City game

Bruges, Ghent, Antwerp or Brussels, in teams.

9,4 / 10

based on 208 client
evaluations

500+

events since 2010

73%

of our clients book again

14

days to a worked-out
proposal

WIENERBERGER · SMALL AND PERSONAL



Eighteen colleagues from the sales team, a fleet of solexes and a route from Bruges to Damme. When the weather turned, a small church became the shelter and instantly the story of the day.

“Everyone was over the moon.”

Bart Van Rijckeghem, Sales Director Indirect Sales
Flanders, Wienerberger

PURATOS · LARGE AND TIGHTLY RUN

One hundred and twenty employees, a tablet-guided discovery of Brussels in sixteen teams, and an evening in a renovated convent in Ixelles. We arranged the game, the venue, the catering and the technical side; the day never felt like a mass event.

One hundred and twenty
participants, sixteen teams,
one evening.

Tablet-guided discovery of Brussels, evening
in Ixelles

THE PROCESS, FOUR STEPS

01

Briefing

An open conversation
about team, goal
and budget.

02

Proposal

Worked out within
14 days, with every
cost item.

03

Delivery

We arrange every
detail and are there on
the day.

04

Debriefing

A short evaluation with a
report as the basis for
your next event.

YOUR NEXT STEP

Book your free *team day scan.*

No quotation meeting, no sales pitch. In thirty minutes we look together at the feasibility, budget, timing and risks of your idea. You leave with clarity, whatever you decide next.

[Book your team day scan](#)



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