

For HR & Event Managers



THE ULTIMATE OUTDOOR TEAM BUILDING CHECKLIST

(AVOID COSTLY MISTAKES)



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Why Getting It Right Matters for HR & Event Managers

Outdoor team building experiences are one of the most powerful ways to **strengthen team cohesion, boost motivation, and improve communication**. By stepping outside of the office environment, teams **naturally collaborate more effectively, build trust faster, and create shared memories** that last far beyond the day itself.

But **when they go wrong, the costs are significant**: wasted budgets, disengaged employees, safety incidents, and damaged team dynamics. Studies show that poorly planned events can cost organisations thousands in lost productivity and employee turnover.*

A successful team building event doesn't happen by chance. **Careful planning ensures safety, smooth logistics, and a high-quality experience for everyone involved**. This checklist is designed to help HR managers and event planners anticipate every key detail—without feeling overwhelmed.



*Harvard Business Review, *The Importance of Employee Engagement* ; Forbes, *Why Employee Engagement Matters* ; Project Management Institute (PMI), *Pulse of the Profession* ; Gallup, *State of the American Workplace* ; Society for Human Resource Management (SHRM), *The Cost of Employee Turnover* ; The Conference Board, *The Impact of Employee Engagement*.

PRE-EVENT PLANNING CONSIDERATIONS

NOTES



1

Budget Allocation

Define total budget including venue, catering, equipment, facilitators, and contingency funds (10-15% buffer recommended)

2

Team Objectives

Define goals: bonding, leadership, fun

3

Time and Place

Consider the best time of year. We suggest May, June and September (fewer crowds, better guide availability).

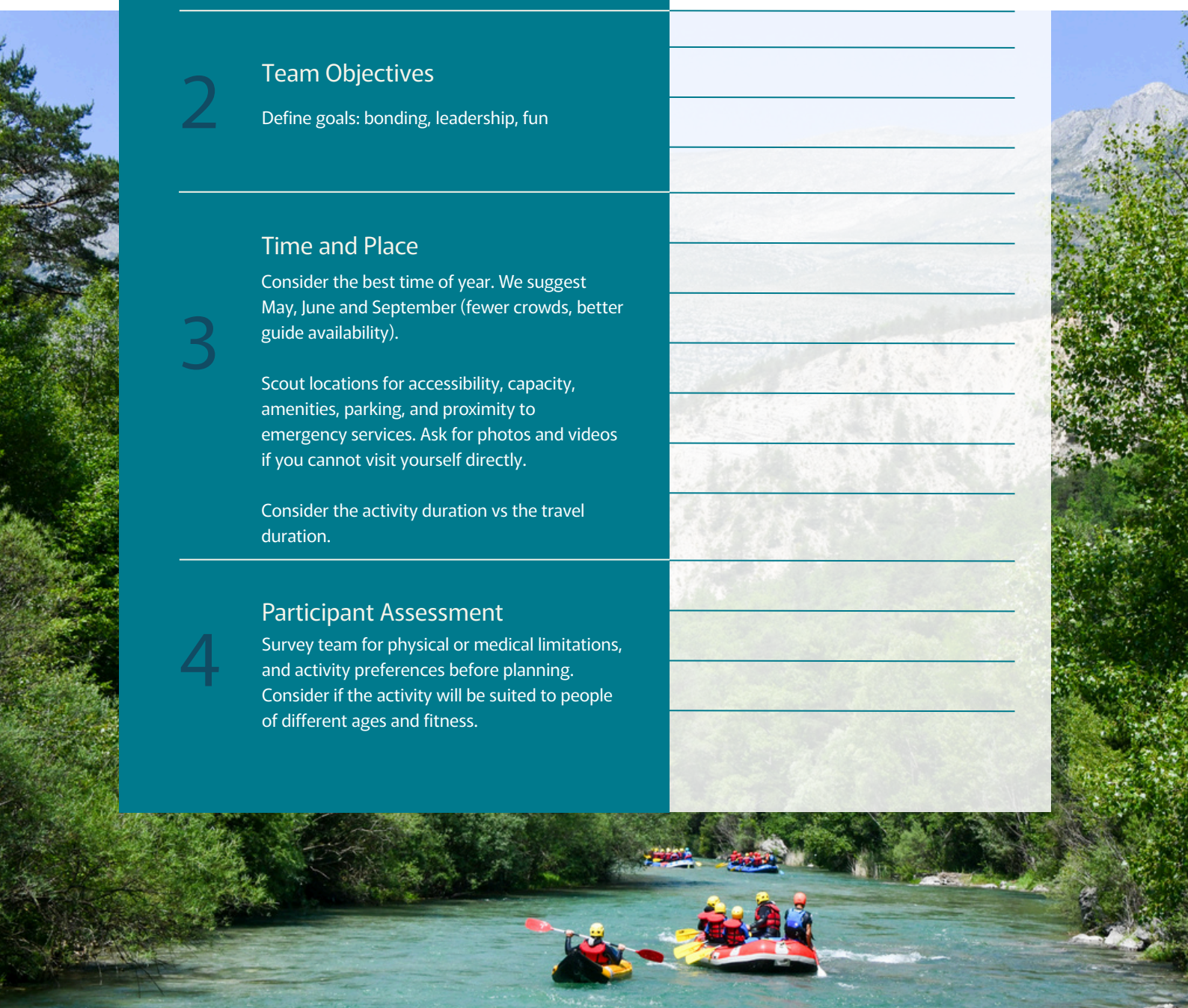
Scout locations for accessibility, capacity, amenities, parking, and proximity to emergency services. Ask for photos and videos if you cannot visit yourself directly.

Consider the activity duration vs the travel duration.

4

Participant Assessment

Survey team for physical or medical limitations, and activity preferences before planning. Consider if the activity will be suited to people of different ages and fitness.



DAY-OF LOGISTICS

Questions to consider:

Notes:

TRANSPORT

- What **form of transport** will you be taking to get to the destination?
Hire cars, 9/20/25 seater buses....
- **How long** do you need to get to the activity site?
- Are there **certain roads** that larger vehicles are unable to take?
- Are there **parking facilities** on site?
Are they free? Do they have height restrictions?

THE VENUE

- Is the parking far from the venue/activity site?
- Is the **venue large enough** to accomodate the entire group?
- Are there **toilettes on site**?
- Are there **changing rooms** on site?
- Is there access to **drinking water**?

DAY-OF LOGISTICS

EQUIPMENT

Questions to consider:

- What type of equipment is needed for this activity?
- Is all equipment provided?
- Is the equipment adapted for people of all sizes, xs - xxs ?
- Is there anything the team needs to bring with them? (swimming costume, towel, sunscreen...)

Notes:

SAFTEY

- Is the activity + transport covered by insurance?
- Is there additional insurance for any participants who injure themselves?
- Are the professionnels in charge first aid trained ?
- Which hospital will someone be taken to in the case of an accident?
- Will there be any declarations to do?

THE ULTIMATE DAY-OF CHECKLIST

- Check all team members have prepared their bags and packed any essential items (towel, sunscreen)

- Time of departure :
- Time of arrival at the venue:
- Chosen route:
- Parking or drop-off on site

- Identified persons in charge/person responsible in case of emergencies:

- Toilets on site
- Drinking water on site
- Changing rooms on site

- Emergency procedures identified
- Insurance paperwork verified

ESTIMATED BUDGET

ITEM	WHAT TO CONSIDER	ESTIMATED COST €
Guides & Insurance	Certified guides + liability insurance	40-100€ / personne
Transport & Parking	Cars, minibuses, buses, parking logistics	100-500€ / personne
Authorisations	Permits for sites, vehicles, drones	0-200€ / personne
Equipment	Technical gear provided	20-50€ / personne
Photo/Video	Photographer or waterproof equipment	150-500€ / personne
Food & Catering	Picnic, packed lunch or restaurant	15-50€ / personne
Hydratrition & Essentials	Water, sunscreen, towel, personal items	5-20€ / personne

COSTLY MISTAKES TO AVOID



Planning Errors

Underestimating Time Requirements:

Allow buffer time between activities.

Teams **always take longer than expected**, especially with larger groups or complex challenges.

Skipping Site Visits: If you are unable to visit the sight yourself, request detailed photos and videos of the venue, facilities, and parking.

Execution Errors

Poor Communication: Failing to brief participants on what to wear, bring, and expect leads to frustration. Send detailed information at least one week in advance.

Forgetting Logistics: Overlooking basics like parking, restrooms, water stations, and first aid can derail even the best-planned activities.

Team Building Experts

READY TO PLAN YOUR EVENT?

Contact us today to get your quote

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