

# CHECKLIST FOR CLIENT OFFSITES

BY CINDY TONKIN



## PARTICIPANTS

- Number, style, loves, hates
- Culture
- Constraints
- What is normal: pattern interrupt or rapport

## TECH AND LOGISTICS

- Roving mic
- Lapel mic
- Sound tech
- Logistics assistance
- Powerpoint
- Amplification
- Music (demographics)

## WHO

- Opening address
- Acknowledgement or Welcome to Country
- Closing
- People who must speak
- Other involved parties

## ROOM

- Venue
- Layout of room
- Seating
- Table size
- Wall space for display (blu tac, pins, other)
- Graphic recorder

## CONTENT

- Outputs
- Pre work
- Survey
- Raw materials timetable
- Is the invoice in train

## FOOD ETC

- Lunch provided?
- Coffee tea
- Food in room
- Breaks times and duration
- Lunch time and duration
- Start and end times

So you've been asked to pull together an offsite.

This is a basic checklist I use when I'm running offsites for clients to make sure I've remembered everything.

You may also like to check out my other free resources:

**You can find my checklist for offsites and some games to play at offsites, along with other free resources at [cindytonkin.com/free-stuff](http://cindytonkin.com/free-stuff)**

An offsite is way more than the logistics of bringing people together. You'll get a lot more value with a professional facilitator.

Please talk to me about working with you and your teams.  
[cindytonkin.com/chat](http://cindytonkin.com/chat)

Have a great offsite!

# What's next: Smarter, faster, nicer with Cindy Tonkin



Cindy Tonkin, the **Consultants' Consultant** builds analytics capability through soft skills for data teams. They can work smarter, faster and nicer.

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