

PLANNING THE ULTIMATE CORPORATE EVENT

An Easy-to-Use Guide to
Dominate Your Corporate Event



Overdrive Raceway

Overdrive Raceway, located in Colorado Springs, CO was founded to be America's premier indoor kart racing center. With top of the line electric go karts and an indoor facility to match, Overdrive Raceway is shifting go karting to the highest gear!



Introduction

Successful companies understand the importance of having a cohesive and productive team, and are consistently looking for team bonding opportunities that allow its employees to grow and connect with one another. We've all experienced the 'vanilla' teambuilding seminar that uses cookie cutter activities in an attempt to motivate and inspire. Although an admirable effort, if you want to give your employees a day that they will actually enjoy, you need to think outside the box!



Leading Up to the Event



9-12 Months Before Event

- ✓ Organization
- ✓ Budget
- ✓ Guest List

2-3 Months Before Event

- ✓ Food & Beverage
- ✓ Finalize Venue
- ✓ Promotional Material
- ✓ Invitations

1 Month Before Event

- ✓ Registration
- ✓ Final Payment
- ✓ Equipment Rental

1 Week Before Event

- ✓ Task Delegation
- ✓ Finalize Timeline
- ✓ Finalize Guest List
- ✓ Registration





9-12 Months

Let the planning begin.

- ✓ Get organized by starting an event email folder
- ✓ Create a budget and stick to it
- ✓ Begin building the guest list and reserve date and venue
- ✓ Start producing a day-of timeline

GETTING AHEAD

Great corporate events don't just happen out of nowhere. Use this checklist to help prepare your event and make sure nothing slips through the cracks.





2-3 Months

Let the planning begin.

- ✓ Finalize food and beverage for the event
- ✓ Organize a walkthrough at the event venue
- ✓ Order all awards and promotional material, including prizes
- ✓ Send out your invitations for the event

STAYING ON TRACK

Now that your event is around the corner, it's time to start nailing down the specifics.





1 Month

The home stretch.

- ✓ Keep up with registration
- ✓ Send final payments to vendors
- ✓ Order any necessary equipment

LAST LAP

If you've followed your checklist, you'll be prepared to wrap up the final preparations in time for your event.





1 Week

Pedal to the metal.

- ✓ Delegate tasks to helpers
- ✓ Finalize timeline
- ✓ Finish guest list
- ✓ Print registration sheet

LAST TURN

Your corporate event is almost here; so put the finishing touches on your preparations.





The Perfect Corporate Event

Corporate events are a great way to improve synergy and teamwork for your whole business. With this checklist in hand, by the time you get to your event, everything will be taken care of! Having trouble deciding on a venue for your corporate event? Well, look no further! Overdrive Raceway is the perfect place to host a corporate event filled with excitement, healthy competition, and team bonding.

