## Worksheet: Choosing a Location for Team Building

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| **Criteria** | **Consideration** | **Notes** |
| **Convenience** | Is the location convenient for participants? |  |
| **Disabilities** | Are the entrance to the facility and the room barrier-free? |  |
| **Cost** | Is the cost within budget? |  |
| **Audiovisual** | Does the room have audio visual accommodation? |  |
| **Noise** | Is the location free of external noises -- or disturbances such as a ringing telephone or PA system? |  |
| **Seating** | Is there ample flexibility for seating arrangements? |  |
| **Space** | Is there adequate room for people to move around and to meet in small groups? |  |
| **Climate** | Can the temperature in the room be regulated without a phone call to another department? |  |
| **Food and beverages** | Is there ready access to catering? |  |

Other Considerations from the group discussion?

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