## Worksheet Six: Considerations for a Team Celebration

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| **Element** | **Questions** | **Considerations** |
| **Budget** | Has a budget amount been set aside for the celebration? If so, how much? | A $200 budget probably won't cover in off-site party. |
| **Team Personality** | At the team members outgoing and social? Or are they more conservative? | Conservative team members might not value a party with alcohol. |
| **Outside Team Stakeholders** | Will the VP of Finance be invited? | Consider your visitors, who may have different expectations than the team.  |
| **Time** | How much time is available?During, or after business hours? | The team project has taken time, and they have to return to their day jobs.Some members may not be able to attend if the event is after-hours due to family or other considerations. |
| **Organizational culture** | What are the cultural and political norms? Will a party celebration be offensive?What about gifts? | A software company with a casual environment might enjoy an indoor amusement center, but it might not play well in a global law firm |
| **Geographic limitations/issues** | If the effort was made by an e-team, or team members in disparate geographic locations, is a location gathering possible? | Members in the London office probably can't travel to Chicago. Consider a gift certificate. |
| **Location** | If this will be an event, on or off-site? |  |
| ***What others can you think of?*** |  |  |
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