



EMPLOYEE APPRECIATION EVENT CHECKLIST

Purpose and Recognition

- ☐ Identify the people and achievements being recognized.
- ☐ Set a clear event goal and inclusive guest policy.
- ☐ Prepare accurate names, awards, and remarks.
- ☐ Keep the formal recognition segment concise.

Experience design

- ☐ Create zones for food, games, photos, seating, and stage activities.
- ☐ Select activities with different physical and social demands.
- ☐ Plan branded prizes and meaningful takeaways.
- ☐ Use clear maps and wayfinding signs.

Food and comfort

- ☐ Collect dietary and accessibility requirements.
- ☐ Label allergens and provide varied options.
- ☐ Arrange water, shade, cooling, seating, and weather backup.
- ☐ Plan waste, recycling, and cleanup.

Vendors and production

- ☐ Confirm sound, lighting, power, Wi-Fi, and load-in.
- ☐ Approve photo templates, screens, signage, and brand graphics.
- ☐ Review staffing, queue plans, security, and emergency contacts.
- ☐ Confirm insurance and venue requirements.

Final review

- ☐ Confirm attendance, schedule, and vendor contacts.
- ☐ Review the weather decision deadline.
- ☐ Assign owners for registration, awards, vendors, and emergencies.
- ☐ Test presentation files, QR codes, and links.
- ☐ Prepare the employee feedback survey.