



T.E.A.M. Building Event Toolkit

T.E.A.M Building - General Information

The T.E.A.M. Building event is an activity to promote how “Together, Everyone Achieves More!” The T.E.A.M. event is a fun way of getting to know others and learning how to effectively work together. The participants will gain experience working in teams with people they may/may not know well, receiving and/or giving instruction, asking questions, and honing communication skills. Each group will have 10 minutes at each table, and the total event should take between 60-70 minutes. The optimal group size for this event is 15-25 people. Organizers use a timer and bell/chime to keep people circulating around the tables.

Resources/items required:

- Name tags
- Markers
- Sign-in sheet
- Games: Kanoodle, Tumble Towers, Draw Me, and What Would You Use
- Basket (small, plastic)
- Toothbrush holder
- Rubber bands
- Nail Polish
- Comb
- Lint Roller
- Toy Car (small)
- Keychain
- Spatula
- Fingernail File
- Shoe String
- Pens and paper to write down personal contact information and to draw
- Timer (cell phone or watch, etc)
- Bell, chime, or loud voice to aid in rotation
- Background music, playing softly
- Table snacks/water (Optional)

Preparation tasks:

Timing	Tasks
6 weeks from proposed date of event	<p>Assign tasks to event planning team</p> <ul style="list-style-type: none">• Determine audience (FTAC, Unit, Spouses, etc)• List location options• Create marketing and advertising materials (emails, flyers, etc)• Request coverage from Public Affairs (optional)• Develop feedback survey• Determine which supplies and materials (see pg 1) are needed and assign persons to secure them• Develop written ROEs• Consider refreshments (bowls of mints at tables, bottled water, etc)• Assign event roles/responsibilities:<ul style="list-style-type: none">-Registration/sign-in-Opening remarks and ROEs-Time keeper-Bell ringer-Event set up/break down-Survey distribution/consolidation
4-6 weeks from proposed date of event	<p>Confirm event time & date</p> <ul style="list-style-type: none">• Consider other installation events• Suggest planning around PCS schedule to capture newcomers <p>Schedule location</p> <ul style="list-style-type: none">• Choose a location that offers tables that can accommodate 4-6 people standing around• Aim for the sweet spot between everyone being close enough to move quickly between tables, and not being so packed together that it's hard to hold a team conversation• Make sure there is ample parking <p>Unit Leadership approval for civilians - alternate duty location</p> <ul style="list-style-type: none">• Obtain unit leadership approval

	<ul style="list-style-type: none"> • Include the following statement on any/all event communication: “This is an authorized alternate duty location for civilians. Please obtain approval from your supervisor.”
4 weeks from proposed date of event	<p>Advertise the event</p> <ul style="list-style-type: none"> • Post “Save the Date” flyers throughout facilities - Date, Time, Location - Brief description of event • Send email w/flyer attachment to influential persons to spread the word • Arrange to have PA coverage at the event (optional)
1-2 weeks from event	<p>Meet with event planning team to review logistics</p> <ul style="list-style-type: none"> • Ensure all supplies are purchased/secured • Visit event site to confirm times (include set up/tear down) and map out room configuration • Conduct office calls w/ leaders/influencers to persuade them to be involved and encourage others to participate • Review Due-Outs w/OPRs <p>Send out event email invitation to intended audience</p> <ul style="list-style-type: none"> • Add Yes/No voting button to track participation • Include the statement: “This is an authorized alternate duty location for Civilians. Please obtain approval from your supervisor” on email
1 week out	<ul style="list-style-type: none"> • Gather participation numbers • Talk to facility if you decide a microphone is needed

	<ul style="list-style-type: none"> • Complete and print appropriate number of written materials (ROEs, sign-in sheet)
Day of Event – Set up	<ul style="list-style-type: none"> • Arrange furniture • Set up a sign-in table: <ul style="list-style-type: none"> - Sign-in sheets - Name tags - Markers - Event surveys - (water/snacks optional) • Place one game at each table • Place 2 pens and paper at each table • Place a copy of the event ROEs at each table • Make sure timer and bell are operable • Station a “greeter” at the entrance of the event space to welcome and direct people
Show Time	<ul style="list-style-type: none"> • Welcome attendees and recognize members of Leadership in attendance • Recognize event planning team by name • Provide an overview of the event (what, why, how) • Take pictures (PA or team member) • Close event and thank people for coming
After the Event	<ul style="list-style-type: none"> • Send out electronic survey to attendees w/i 24 hrs of event • Write an article for PA • Send thank you email to leaders/influencers for their support • Compile feedback and share

Support Materials (Attachments)

- Rules of Engagement (ROEs)
- Sign-In Sheet
- How to Play Sheets
- Feedback Survey

T.E.A.M. Building- Rules of Engagement

- Please sign in and fill out a nametag.
- Find a table to begin. No more than 4 people at each table. (All personnel should go to a table where they are unfamiliar with anyone else, if possible)
- The team will have 10 minutes to complete the game at their table. Each table will have a different game to complete. When the bell rings, they will move clockwise (as a team) to another table.
- When time is up, please return the game pieces to their original location before moving on to the next table. .
- Once all teams have completed games at all of the tables, as a collective group, all teams will discuss what they learned about working in teams.
- Paper and pens are located at each table to collect the names and contacts of individuals team members would like to get to know better.

T.E.A.M. BUILDING SIGN-IN SHEET

NAME (Printed)	Office Symbol	Email	DSN

T.E.A.M. Building – Kanoodle



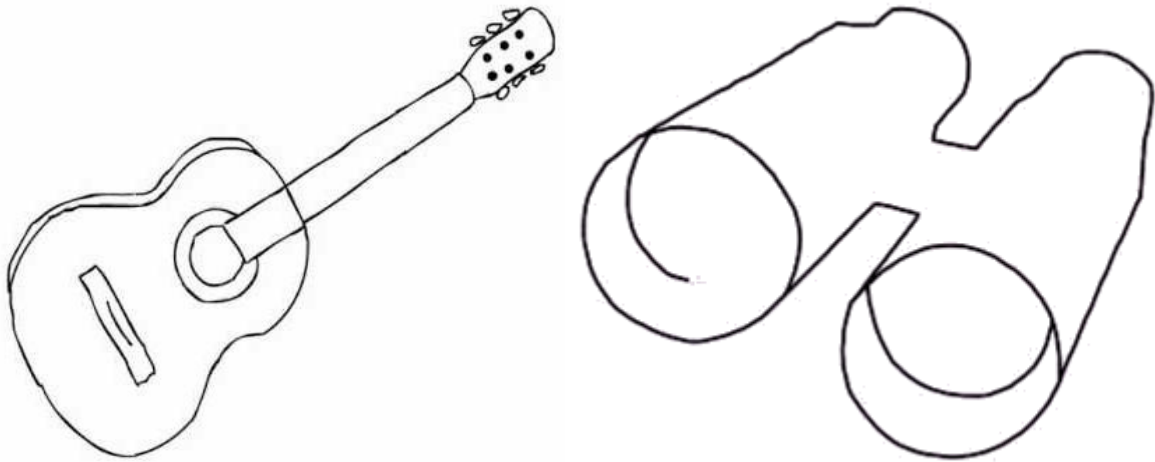
1. One person is chosen as the “Caller”. That person will call out the color and location of the Kanoodle blocks for the team to put into place. The “Caller” position will be rotated clockwise amongst the team members.
2. The team will work together to correctly solve as many puzzles as possible before the 10 minute time period expires.
3. The team is NOT allowed to ask any questions from the “Caller” and the “Caller” is not allowed to tell the team whether or not they positioned the block in the correct position.

T.E.A.M. Building – Tumble Tower (Jenga)



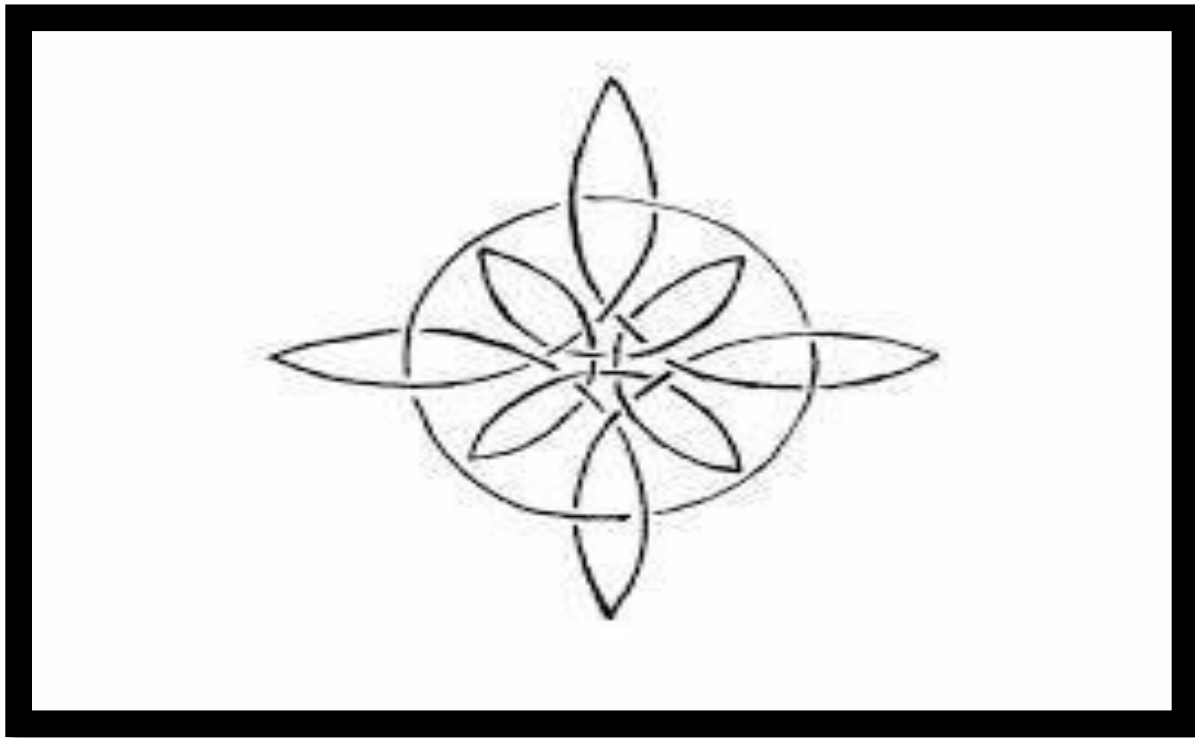
1. The group will split up into groups of two.
2. Each group will take turns removing blocks from the tower; HOWEVER, one individual from each group will tell their partner which tumble tower block to remove from the stack.
3. Partners will trade turns telling each other which blocks to remove when it's their team's turn.
4. The team that makes the blocks fall over loses and will set up the game for the next group.

T.E.A.M. Building – Draw Me



1. One person is chosen as the “Caller”. That person will describe a picture for the team to draw.
2. The “Caller” may tell the team where to start drawing, and must call out each line or shape in order to form the picture they are presented with.
3. The team can ask questions. And the “Caller” will reveal the real picture once everyone is done drawing what they thought it should look like.
4. Rotate “Callers” as time permits!

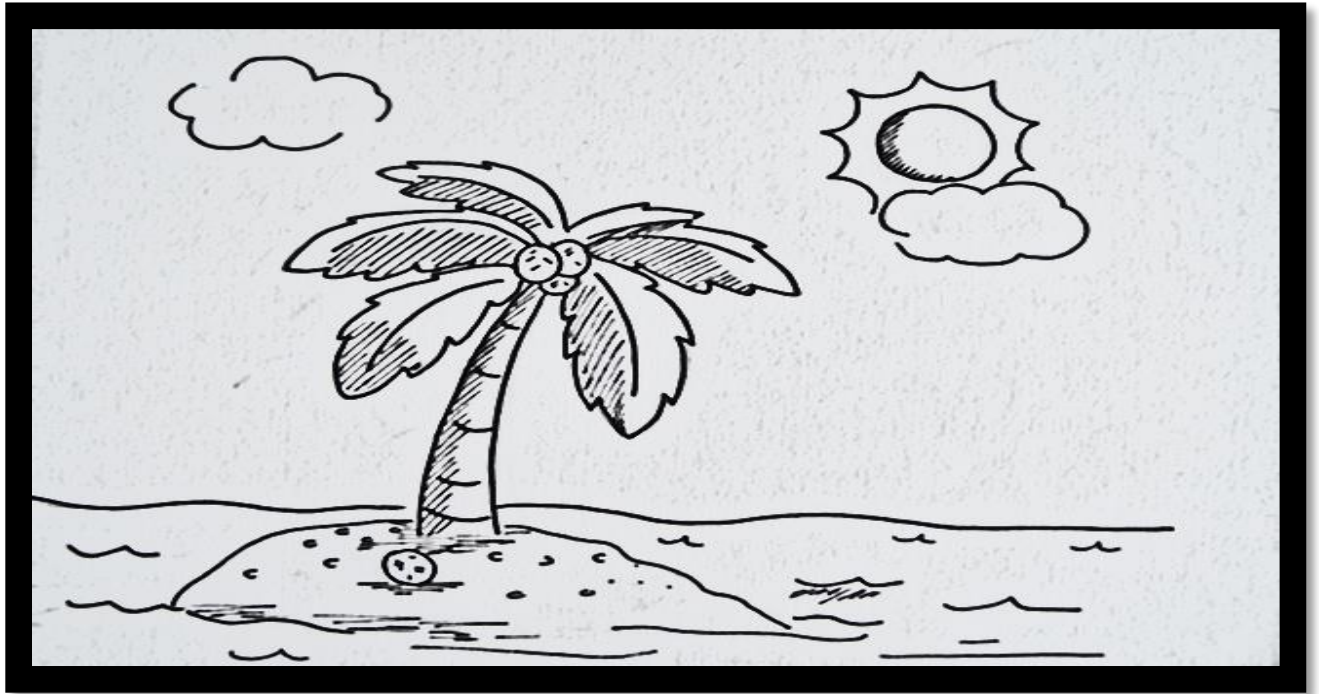
T.E.A.M. Building – Draw Me (Pictures)



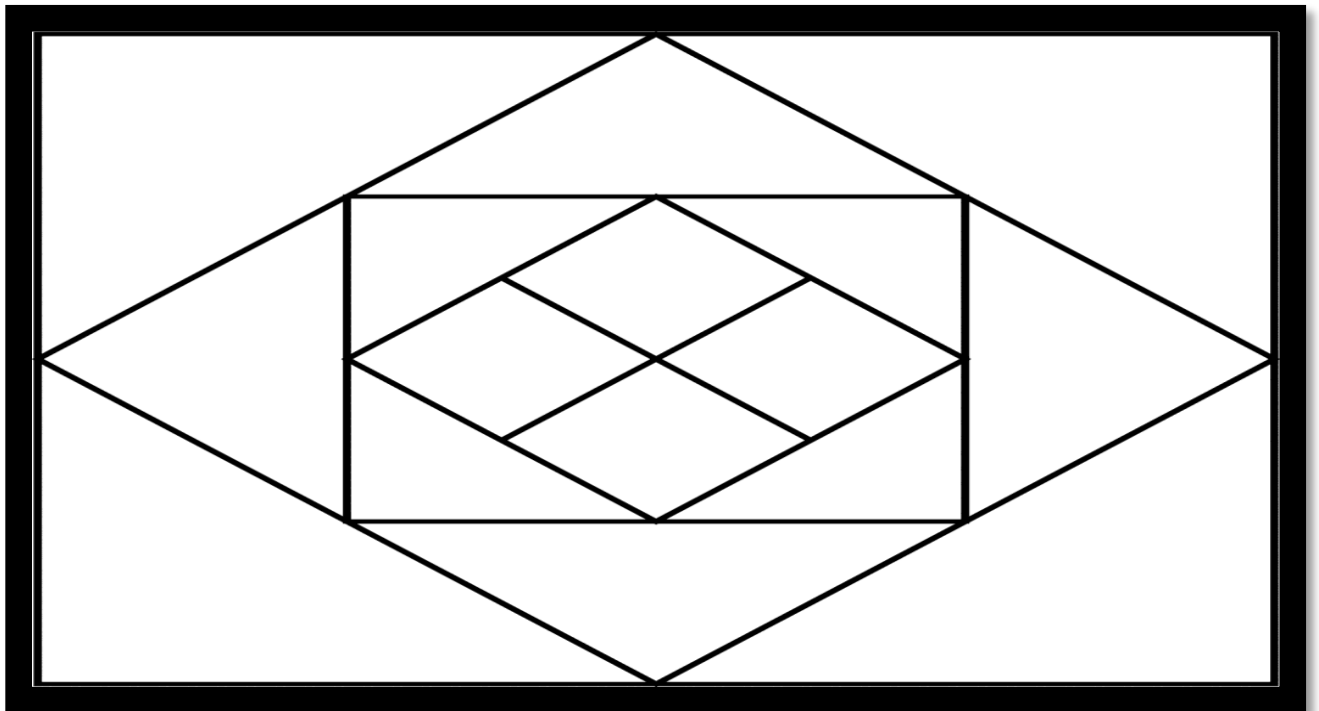
----- CUT -----



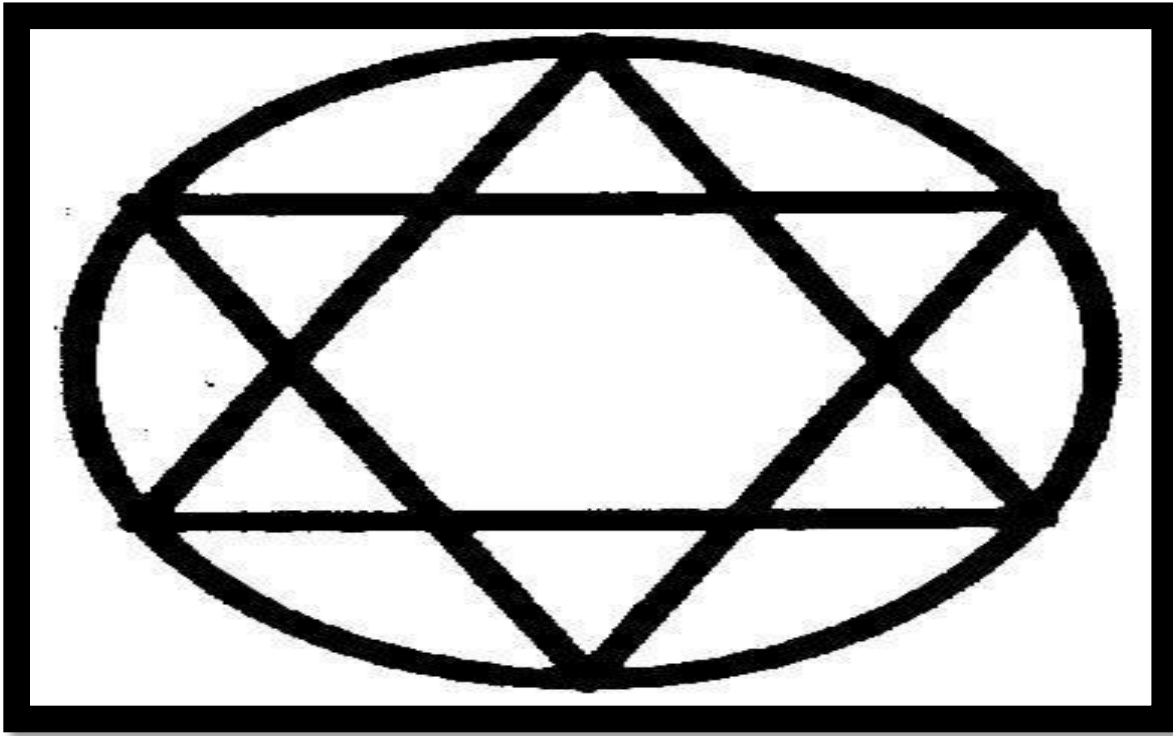
T.E.A.M. Building – Draw Me (Pictures)



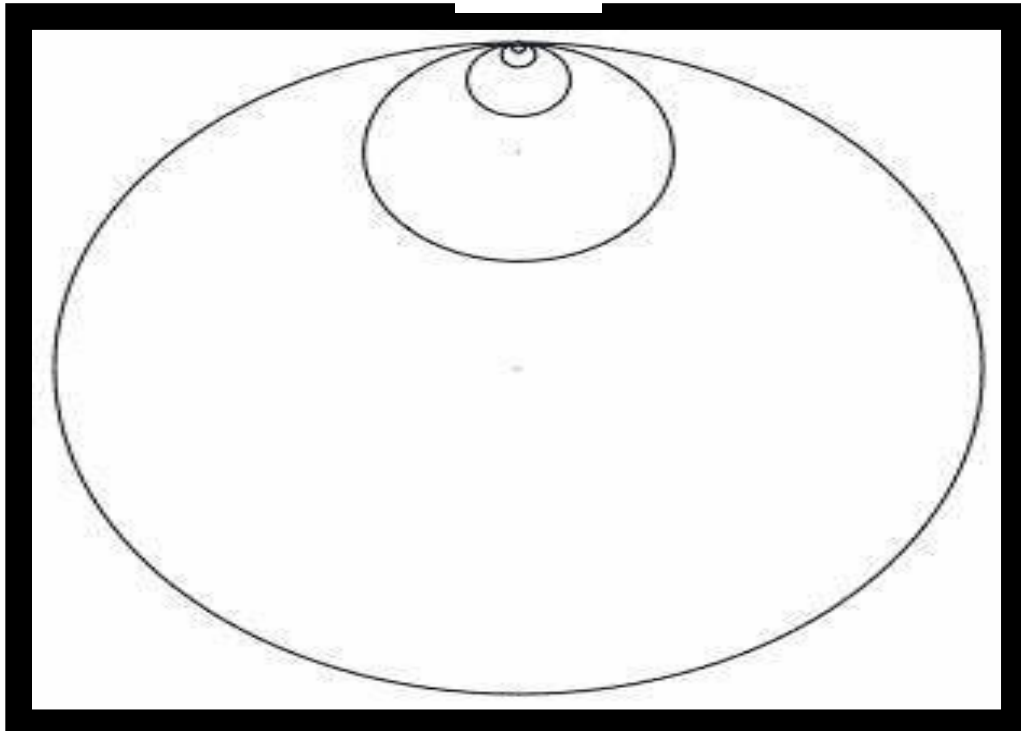
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T.E.A.M. Building – Draw Me (Pictures)



CUT



T.E.A.M. Building – What Would You Use?



1. Each person removes something from the basket that they would use in case of a Zombie Apocalypse.
2. Each person will have to explain why they would choose the item that they chose and have to convince the other team members that they should choose the item as well.
3. The team will decide on ONE object that a team member chose to be the item they will use in case of a Zombie Apocalypse.
4. The team must look at the items left in the basket, and then decide on ONE more object that they will use to combat a Zombie Apocalypse and explain why.

T.E.A.M. EVENT SURVEY

1. Please rate your overall level of satisfaction with this event?

☐ Very dissatisfied ☐ Dissatisfied ☐ Neutral ☐ Satisfied ☐ Very Satisfied

2. Are you interested in attending future events related to team building, networking, mentoring, and empowering others?

☐ Yes ☐ No ☐ I don't know

3. Did you make any new Team connections at this event?

☐ Yes ☐ No ☐ I don't know

4. What was your favorite thing about this event?

5. What is one thing you would improve about this event?

6. What other type of community-building events would you like to participate in?

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