



# Team-Building Activities & Events NEEDS ANALYSIS >>

Thrill will customise your team building activities, team development initiatives, conferences, adventures or events. To provide your company with an effective team event quote. Please complete and scan/email this needs analysis to [info@thrill.com.au](mailto:info@thrill.com.au). We will set up a professional quote free of charge. Providing you with exceptional ideas.

## Contact Details

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Todays Date: \_\_\_\_\_

Company: \_\_\_\_\_ Dept. \_\_\_\_\_

Link to Website/s – Social Media: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Event Details

Event Title: \_\_\_\_\_ give it a name

Date/s Required: From \_\_\_\_\_ To: \_\_\_\_\_

Times: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Event Type: \_\_\_\_\_

Type of venue required: \_\_\_\_\_

Location/s desired: \_\_\_\_\_

Budget range: From: \_\_\_\_\_ To: \_\_\_\_\_

## Itinerary

Transport required: From: \_\_\_\_\_ To: \_\_\_\_\_

Theming desired: \_\_\_\_\_

Entertainment/extras: \_\_\_\_\_

## Meeting / Event / Off Site / Conference Requirements

Maximum Distance from which CBD: \_\_\_\_\_

Main Conference Room to seat: \_\_\_\_\_ Seating set up Pattern: \_\_\_\_\_

No. Break Out rooms: \_\_\_\_\_

**Equipment required:** Flip Charts x \_\_, Data projector \_\_, Internet \_\_, Monitors x \_\_ White Boards \_\_ (electronic \_\_).

**Accommodation:** Dormitory, Eco Lodge, Motel, Hotel, Resort, B & B. Star rating \_\_\_\_\_ \* \* \* \* \* or None

Conference Requirements: Please outline.

**Food & Beverage:** 1<sup>st</sup> Meal \_\_\_\_\_ Time: \_\_\_\_\_ Menu: \_\_\_\_\_

Reason for the event: \_\_\_\_\_

**In 3-10 words TO ACHIEVE?** \_\_\_\_\_

Service you provide: \_\_\_\_\_

Goals/Mission Statement: \_\_\_\_\_



Conference/Program aims:

Outcomes to be achieved: \_\_\_\_\_

Group size: \_\_\_\_ Males: \_\_\_\_ Females: \_\_\_\_ Age range: from \_\_\_\_ to \_\_\_\_ Energy Levels: Low, Average, Med, High.

Group Culture (employment level, level of interaction, knowledge of each other etc): \_\_\_\_\_

**Team Building / Activities required** (please tick, circle or bold):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Indoor                | <input type="checkbox"/> Outdoors                | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Fun n Games           | <input type="checkbox"/> Initiatives             | <input type="checkbox"/> AMAZING RACES                 |
| <input type="checkbox"/> SURVIVOR              | <input type="checkbox"/> MISSION POSSIBLE        | <input type="checkbox"/> TREASURE HUNTS                |
| <input type="checkbox"/> Art Team              | <input type="checkbox"/> Challenge/Ropes Course  | <input type="checkbox"/> Mini / Bush / Beach Olympics  |
| <input type="checkbox"/> Abseiling             | <input type="checkbox"/> Canyoning               | <input type="checkbox"/> Bushwalking                   |
| <input type="checkbox"/> Canoeing              | <input type="checkbox"/> Cycling                 | <input type="checkbox"/> Mountain Biking               |
| <input type="checkbox"/> Skydiving             | <input type="checkbox"/> Jet Boating             | <input type="checkbox"/> Caving                        |
| <input type="checkbox"/> Orienteering          | <input type="checkbox"/> Camping                 | <input type="checkbox"/> Laser Skirmish                |
| <input type="checkbox"/> Sailing               | <input type="checkbox"/> Car Rally/Karting       | <input type="checkbox"/> White Water Rafting           |
| <input type="checkbox"/> Murder Mysteries      | <input type="checkbox"/> Pre event mixers        | <input type="checkbox"/> Conference Ice Breakers       |
| <input type="checkbox"/> Get to Know You Games | <input type="checkbox"/> Fitness/Health Training | <input type="checkbox"/> Guest speakers                |
| <input type="checkbox"/> Music Team            | <input type="checkbox"/> Cooking Team            | <input type="checkbox"/> Flash Mobs / Lip Sync Battles |

Suggestions/Further descriptions \_\_\_\_\_

**Special Focus areas** (please tick, circle or bold):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> New Team Launch        | <input type="checkbox"/> Team Development                                   | <input type="checkbox"/> Product Launch            |
| <input type="checkbox"/> Incentive              | <input type="checkbox"/> Reward   | <input type="checkbox"/> Christmas Event           |
| <input type="checkbox"/> Motivational           | <input type="checkbox"/> Challenging  | <input type="checkbox"/> Change                    |
| <input type="checkbox"/> Social interaction     | <input type="checkbox"/> Fun & more Fun                                     | <input type="checkbox"/> Challenge by Choice       |
| <input type="checkbox"/> Communication          | <input type="checkbox"/> Cooperation  | <input type="checkbox"/> Trust                     |
| <input type="checkbox"/> Negotiation            | <input type="checkbox"/> Competition  | <input type="checkbox"/> Conflict Resolution       |
| <input type="checkbox"/> Goal Setting           | <input type="checkbox"/> Preparation / Planning                             | <input type="checkbox"/> Mind Mapping              |
| <input type="checkbox"/> Brainstorming          | <input type="checkbox"/> Risk Analysis                                      | <input type="checkbox"/>                           |
| <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Problem Solving                                    | <input type="checkbox"/> Time / Project Management |
| <input type="checkbox"/> Briefing               | <input type="checkbox"/> Debriefing   | <input type="checkbox"/> Facilitated Discussion    |
| <input type="checkbox"/> Personality profiling  | ie Myers Briggs / Team Management Systems                                   |  |
| <input type="checkbox"/> Cognitive:             | metaphors, writing exercises, Q & A, deductive reasoning, puzzles, seminars |  |
| <input type="checkbox"/> Introspective:         | guided imagery, reflection, meditation, discussion, solo experiences        |  |
| <input type="checkbox"/> Creative:              | dramatisation, music, poetry, drawing, sculpting, painting                  |  |

Other - please be descriptive - "envisage what you wish to achieve":  
\_\_\_\_\_  
\_\_\_\_\_