

Moodmaker

Team Town

Venue / Logistics / Equipment / Timing



Team Town



Dear Partner,

This document provides everything you need to ensure a successful Moodmaker Team Town team building activity.

Feel free to reach out if you have any questions or if any requirements outlined here cannot be met.

We look forward to creating an exceptional team building experience together.

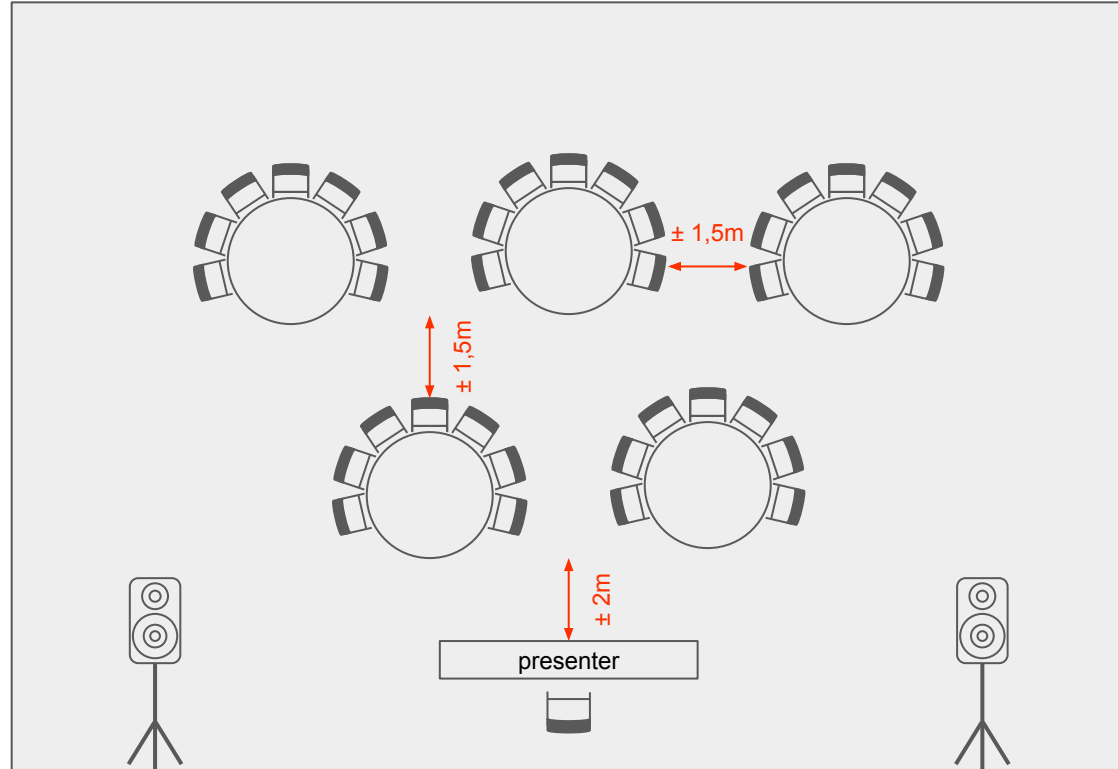
Ideally what's needed from the Venue



- **Surface** : $\pm 2\text{m}^2$ per person (min. 60m^2). Larger is always better.
- **Room Setup** :
 - One (round) table per group.
 - Contact Moodmaker for the exact number of groups.
 - Ensure sufficient space between tables.
 - Place the correct number of chairs around a table.
 - The tables should be completely empty (no glasses,...)
- **Presenter's table** in front of the room :
 - 3 Rectangular tables for our materials

Venue : Room Setup

- (Round) tables for the groups
 - Teams of 6 - 8 people
 - Contact Moodmaker for the exact number of groups
 - Ensure sufficient space between tables and between the first row of tables and the Presenter's table
- Presenter's table in front of the room :
 - 3 rectangular tables
 - Sound system



Timing



- **Setup** : 2 h before the workshop
 - If the room is used prior to Team Town, ensure personal items (laptops, bags, coats, etc.) are neatly stored.
 - The venue should clear tables of materials (glasses, pens, paper, etc.).
- **Event** : Team Town takes approximately 2 to 3 hours
- **Cleanup** : 1 hour after the workshop.

Need faster setup or takedown? Let us know your timing preferences.

Food & Drinks



No Alcohol Before or During the Activity :

Alcohol signals the end of the business portion and can lead to unprofessional behavior during the team building.



YOU CAN'T BUILD SUCCESSFUL TEAMS
BUT YOU CAN INCITE THEM **TO EMERGE !**

Contact us for more information.

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