

The Offsite Ops Checklist

The operational countdown for company gatherings — the deadlines that hurt if missed are in red.

8–12 weeks out

- ☐ Lock the venue; get meeting-room dimensions and the hard curfew in writing.
- ☐ **Send the registration form NOW: dietary, arrival/departure windows, flight numbers, room-share preferences, session choices**
- ☐ Block hotel rooms with a named release date — unclaimed blocks become your bill.
- ☐ Book ground transport for airport waves — quotes need vehicle counts you only get from registrations.

4–6 weeks out

- ☐ Chase non-responders weekly; every unknown attendee is an unbookable room and an uncounted meal.
- ☐ Draft the agenda with fixed pins (venue curfew, dinner reservation, external speakers) marked as immovable.
- ☐ **Build the rooming list and send the first draft to the hotel — they need lead time for configurations.**
- ☐ Plan dinner seating and breakout groups deliberately: mix departments, split cliques, spread the energizers.

2 weeks out

- ☐ **Final headcount to venue and caterer — most contracts lock counts 72 hours to 14 days out; check yours today.**
- ☐ Dietary matrix to the kitchen: totals per meal, allergies flagged by name.
- ☐ Publish the agenda to attendees — with owners and phone numbers on every line.
- ☐ Collect emergency contacts and any accessibility needs into one sheet the organizers carry.

The final descent

Where offsites are won: the last 72 hours and the day itself.

72 hours out

- ☐ Print or share: rooming list, dietary matrix, shuttle manifests, session assignments, the master agenda.
- ☐ **Shuttle manifests to the transport company AND the hotel front desk — grouped by flight arrival window.**
- ☐ Confirm every vendor and speaker with one message: arrival time, contact, location pin.
- ☐ Nominate the day-of decision maker (not the CEO). Give them this pack and the authority to use it.

The days of

- ☐ Morning sweep: no-shows and late arrivals — update rooms, meals, and seats before the first session.
- ☐ **When the keynote runs long — it will — cascade the schedule; never quietly compress the breaks to zero.**
- ☐ Announce shuttle departures twice; the last one leaves on time whether or not the bar agrees.
- ☐ Capture what broke in a note the same day — next quarter's offsite starts from this list.

Or run the whole tower on software.

Mezze is mission control for company gatherings: registration that collects the right data, seating and breakouts, an agenda that recalculates when the keynote runs long, and shuttle manifests that write themselves. usemezze.com/offsites