

The away day, planned on one page. LUDUS.

Most away days are decided by the same five questions, settled in the wrong order. Answer them first, work back from the date, and the day itself takes care of most of the rest.

1 Who's coming? A headcount range, not a guess. It decides the venue, the courts and the format.	2 Which date? Pick two. The second one saves you when the first clashes with a board meeting.	3 How long? Two hours, a half day or a full day. Shorter and done well beats long and flat.	4 How far? Under an hour door to door, or the morning goes on travel and the afternoon on trains home.	5 What after? Dinner, rooms, or home by six. Decide now; venues book food and beds weeks out.
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8–6 WEEKS OUT

LOCK IT

- ☐ Answer the five questions
- ☐ Hold the date with the venue
- ☐ Send a save-the-date with the finish time on it
- ☐ Name one person who owns the day

4 WEEKS OUT

SHAPE IT

- ☐ Choose the running order (right)
- ☐ Ask about dietary needs and access needs
- ☐ Plan travel: one meeting point, one time
- ☐ Agree what happens if it rains

2 WEEKS OUT

SET IT UP

- ☐ Draw the teams: mix departments and seniority
- ☐ Tell people what to wear and bring
- ☐ Confirm final numbers to the venue
- ☐ Decide what the winners get

THE WEEK AFTER

USE IT

- ☐ Share the photos within 48 hours
- ☐ Ask three questions: best bit, worst bit, again?
- ☐ Note who stepped up
- ☐ Pencil in the next one

DRAW TO FINAL: A HALF DAY

- 13:00** Arrive, coffee, teams announced — the draw is the first moment of tension
- 13:20** Coaching tips on court — twenty minutes so everyone can actually play
- 13:45** Games that mix the teams up — people meet who never sit together
- 14:30** Mini tournament, handicapped — so anyone can win a match
- 15:45** Sports-day games: relays, dodgeball, capture the flag
- 16:30** The final, settled on the court — everyone watches
- 17:00** Results, drinks, home or dinner

MAKE SURE EVERYONE CAN PLAY

- 01** Teach before you test. Ten minutes of tips turns "I don't play" into "I'll have a go".
- 02** Handicap the scoring. If the best player always wins, half the room stops trying by lunch.
- 03** Mix the teams on purpose. Departments and seniority, drawn in front of everyone.
- 04** Give everyone a job. Captain, scorer, tactician: not everyone has to be the fastest.
- 05** End with one moment. A final everyone watches beats five things finishing at once.