

ROAD MAP TO RUNNING THE PERFECT OFF-SITE

Follow the roadmap to Off-Site perfection with the PeerSpace expert team as your guide!



START

1 DEFINE OFF-SITE DETAILS

Use the [PeerSpace Checklist](#) to plan your best Off-Site.

1



2 SET YOUR BUDGET

Itemize and prioritize your needs to stay within cost.

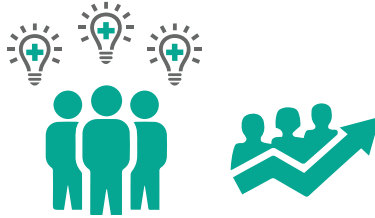
2



4 PICK A CREATIVE SPACE

Book a unique space on the [PeerSpace Marketplace](#) to boost creativity!

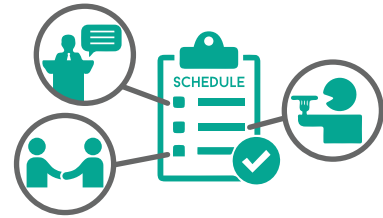
4



3 STRATEGIZE

Have your team set measurable goals you can track.

3



5 NEW IDEAS & GROWTH

Schedule brainstorm sessions that focus on solutions and innovation.

5



6 FINALIZE A SCHEDULE

Allocate time effectively and share the itinerary in advance.

6



8 COVER FOOD, COFFEE & DRINKS

Cater a meal (or two) and don't forget coffee and cookies!

8



7 BALANCE WORK & FUN

PeerSpace has creative spaces that can be booked for a team happy hour and evening Event.

7



9 SET UP SMOOTHLY

Ensure space is configured, a coat rack is in place and electronics are working.

9

10 RECAP & REVIEW TO TRACK ROI

Send out a recap memo to team as follow up.

10

SUCCESS!