

Halloween Team-Building Facilitator Sheet

A low-prep planning sheet for office, remote, and hybrid teams. Participation, costumes, cameras, food, movement, and speaking roles should remain optional.

Event date _____	Facilitator _____	Team size _____	Room or call link _____
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Before the Event

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| ☐ Choose three to five activities | ☐ Confirm the room or video platform |
| ☐ Prepare identical supply kits | ☐ Print one agenda and score sheet |
| ☐ Mark clear walking lanes | ☐ Keep exits, signs, and doors visible |
| ☐ Prepare seated and quiet alternatives | ☐ Check food labels and nonfood options |
| ☐ Test slides, timer, and screen sharing | ☐ Confirm the cleanup plan |

Host Roles

Role	Name	Responsibility
Facilitator	_____	Explains each objective, rules, alternatives, and stop signal.
Timer	_____	Uses one visible timer and announces the start and stop.
Scorekeeper	_____	Records valid results immediately and confirms ties.
Reset lead	_____	Restocks kits, clears tables, and checks walking routes.

Rules and Fair Scoring

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|---|--|
| ☐ Explain the goal and valid result before play | ☐ Give every team identical time and supplies |
| ☐ Rank teams inside each activity | ☐ Award 3 points for first, 2 for second, 1 for third |
| ☐ Use an announced tiebreaker or accept a shared place | ☐ Never deduct points for using an accessible version |

Stop and reset rule:

Pause the activity if a walkway becomes blocked, supplies break, or someone asks to stop. Fix the issue, then restart that round fairly for every affected team.

30-Minute Office Halloween Agenda

Use this compact schedule for a meeting break, lunch activity, or small office gathering. Remove one activity if the session starts late instead of rushing every explanation.

Date	Start time	Number of teams	Primary room or link
_____	_____	_____	_____

Time	Activity	Facilitator action
0-3 min	Welcome and options	Explain that costumes, cameras, speaking, food, and movement are optional. Point out quiet and seated roles.
3-9 min	Spooky This-or-That	Read six neutral choices. Teams select one answer and share one short reason.
9-21 min	Haunted Blueprint Build	Demonstrate the task, run two attempts, and rotate the describer and builder roles.
21-28 min	Emoji Halloween Decode	Display five written prompts, collect one team answer per prompt, and reveal results together.
28-30 min	Recognition and reset	Confirm scores, recognize several contributions, collect supplies, and restore the room.

Activity Swap Options

If the team needs...	Replace with...	Adjustment
A quieter format	Pumpkin Patch Pattern	Leave the model visible and remove speed scoring.
A remote format	Virtual Background Detective	Send still images and accept chat answers; cameras stay optional.
No supplies	Halloween Categories Relay	Use one shared digital document instead of paper.
More creativity	Two-Sentence Office Horror Stories	Collect entries anonymously and recognize three categories.

Facilitator Notes

60-Minute Office Halloween Agenda

This schedule changes energy levels and leaves time for instructions, scoring, a room check, and cleanup. Use parallel stations when one group would create a long waiting line.

Date	Start time	Number of teams	Primary room or link
_____	_____	_____	_____

Time	Activity	Facilitator action
0-5 min	Welcome, teams, boundaries	Explain scoring, alternatives, approved areas, and the stop signal.
5-15 min	Halloween Categories Relay	Run three categories and rotate each team's writer after every prompt.
15-30 min	Halloween Team Trivia	Play two short workplace-safe rounds. Display wording and reveal answers together.
30-35 min	Break and room check	Clear walking routes, refill supplies, check exits, and confirm the next rules.
35-50 min	Desk-Safe Scavenger Hunt	Release teams at staggered times. Limit clues to shared, approved spaces.
50-57 min	Two-Sentence Office Horror Stories	Read anonymous, non-graphic entries and recognize three categories.
57-60 min	Results and cleanup	Confirm totals, recognize contributions, collect sheets, and restore the space.

Supply and Reset Checklist

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|--|--|
| ☐ One pen and answer sheet per team | ☐ Printed trivia questions and answer key |
| ☐ One identical category sheet per team | ☐ Approved scavenger-hunt clue sheet |
| ☐ Visible timer and backup timer | ☐ Labeled trays or envelopes for each round |
| ☐ Original packaging for any food | ☐ Trash and recycling containers |

Quieter replacement:

Replace the scavenger hunt with Pumpkin Patch Pattern or Paper Pumpkin Gallery. For remote teams, use Virtual Background Detective and Emoji Halloween Decode.

Facilitator Notes

Team Planner and Score Sheet

Write the selected activities before the event. Rank teams within each activity, then add placement points. Accessible versions receive the same scoring opportunity.

Event date	Facilitator	Scoring method	Tiebreaker

Activity Planner

Order	Activity	Time	Supplies / setup	Alternative
1				
2				
3				
4				
5				

Team Scores

Team	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Total

Recognition and Follow-Up

- ☐ Best collaboration
- ☐ Clearest communication
- ☐ Most creative solution
- ☐ Strongest comeback
- ☐ Cleanup complete
- ☐ Remove or securely store score sheets

Notes