



5 SUMMER EVENT IDEAS FOR YOUR OFFICE

It is officially summer! And what better way to celebrate summer than to plan an office party and enjoy a great team-building experience (especially after Covid-19 lockdowns and restrictions!). For this month's InfoPays, we are rounding up five ideas for your team that are easy to plan, can be achieved on a budget, and you can even carry some out virtually.

1. Office Scavenger Hunt

A fun scavenger hunt for which you select a theme is great for setting structure and making the clues relevant and appropriate for your event. A workplace scavenger hunt is much like a scavenger hunt for kids and can be used to serve specific human resource purposes based on staff and company team-building goals. You can use a variety of puzzles, clues, riddles, videos, and photos that test participants but still allow all individuals to contribute in their unique way.

2. Company Golf Day

Golf events are an excellent option for a safe summer event that offers friendly competition and an opportunity to spend a day out of the office. Choose how many people will participate and how long the event will be, and determine golfing expenses like cart rentals, gear rentals, beverages, and food. Your team can participate in the planning, where they can choose specific roles to manage, and if your budget allows, you can involve a catering service to handle the food and beverage aspect. Corporate prizes for the winners, cocktails, and appetizers at the end of the event are also a nice touch.

3. Office White Party

The central theme is — everyone wears all white! This is a great summer idea to infuse some fun in your workplace, but do not let this one left for too late in the season, or you risk breaking the cardinal

fashion rule of “no white after Labour Day”. You can do this event over Zoom if you choose to.

4. Workplace Cooking Competition

What a great way to build camaraderie and cooperation within your team with an event that feeds everyone! Choose a cooking project — for example, pizza, and assign a committee to pick the winner. If your budget allows, you can hire a company that specializes in cooking parties for a stress-free planning process.

5. Team Sports Tournament

Choosing a sport and hosting a friendly sports tournament that promotes wellness can be a delightful experience. How many teams will be needed? Should it include multiple sports or a single sport? Make a list of items and supplies required for your tournament, like score cards, posters, timing clocks, or awards.



HOW TO GET PAID FASTER

“Until you value yourself, you won’t value your time. Until you value your time, you will not do anything with it.” ~ M. Scott Peck

For this InfoPays, we list 8 tips for getting paid faster:

1. Keep track of your time.

Stay organized and document your hours accurately to ensure that you get compensated for your efforts fairly. In the end, time is money.

2. Bill early.

After wrapping up a project, try to send out your bills immediately. Avoid moving on to the next task without notifying your client or customer of the payment due.

3. Use simple terminology.

“NET 30/60/90” is a common invoice jargon; however, experience shows that this terminology may, in the end, confuse your clients. Please keep it simple by stating the number of days your invoices become due.

4. Charge an upfront fee or request partial payment.

A retainer fee provides a guarantee and gives your cash flow a boost. During the planning stages, enthusiasm is the driving sentiment, so at this point, sponsors tend to be more flexible about payment terms – if you are asking for a partial payment, this is a perfect time.

5. Set up payment reminders.

Establish a simple system to keep track of overdue accounts and release payment notifications. It is vital to detect potential delinquency sooner rather than later.



6. Make the payment process simple and easy.

If you make bill paying complicated or non-intuitive, you can lose your client’s attention. Try to provide your clients with convenient options for payment, ideally electronic methods.

7. Ensure accurate billing.

Be sure that your bills reflect the correct information, especially the current balance and the appropriate receiving party. Customers are more likely to avoid paying bills that contain errors and discrepancies.

8. Be professional and courteous.

Being courteous is not just the right thing to do – it is a powerful tactic that can help you get paid faster. A simple “please pay your invoice within” or “thank you for your business” can increase your payment success.

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**Guarantee your
liquidity within
8 business hours**