like a local tours

A PLANNING WORKBOOK
FOR NYC TEAMS

The Ultimate Guide to

Unforgettable Corporate Outings in NYC

A practical planner for bringing your people together, with a little New York magic.



IDEAS
+ WORKSHEETS
+ A SHAREABLE
OUTING PLAN

A PERSONAL WELCOME

Hi, I'm Lauren.

I started Like A Local Tours in 2014 out of a deep love for my Williamsburg, Brooklyn neighborhood and its stories, people, food and small businesses. Since then, we've grown into a woman-owned company hosting food, culture and social-impact experiences across Manhattan and Brooklyn.

If you're planning your team's outing, you're juggling a lot. Different tastes, a budget, a calendar that never quite lines up, and the quiet hope that people actually enjoy it.

This workbook will help you choose an outing that fits your people, sort out the details that matter, and finish with a one-page plan you can share.

Lauren Beebe

FOUNDER, LIKE A LOCAL TOURS



Since 2014

Woman-owned & M/WBE certified

Manhattan & Brooklyn

How to use this guide

1

Explore

Read Chapters 1 and 2. Circle anything that sounds like your team.

2

Shortlist

Use the worksheets to narrow your ideas down to two or three that fit.

3

Plan

Fill in the one-page outing plan and share it with a colleague, your manager or us.

01 Start with your people p. 3

02 Find your New York p. 5

03 Make the details work p. 10

04 Bring it together p. 13

CHAPTER 1

01 Start with your people

What would make this a good day?

Before choosing a neighborhood or a menu, decide what the day is for. Most outings land on one of these four goals, and plenty blend two.

Reconnect

For teams who mostly see each other on screens. Plan easy time side by side, with room to talk between stops.

Celebrate

A launch, a big quarter, the end of a long project. Lean into great food, a sense of occasion and a clear thank-you.

Welcome

New starters or a newly combined team. Choose something low-pressure where conversation happens on its own.

Discover

For curious groups, visiting colleagues or clients. Look for stories, neighborhoods and makers they wouldn't find alone.



The good part is usually unplanned: a shared table, a surprising story, two people from different teams finally getting to talk.

OCCASIONS WE OFTEN PLAN FOR

Hybrid-team meetups · New-starter welcomes · Milestones and holidays · Visiting teams and clients · Offsites

YOUR TURN

At the end of the outing, I'd love people to say…

_____

_____

_____

_____

Start with your people

Fill in what you know today. Blanks are fine, and pencil is encouraged.

> **Keep it general.** Note the kinds of needs to plan for, not who has them. Leave personal and medical details out of anything you circulate.

OCCASION

_____

APPROXIMATE HEADCOUNT

_____

PREFERRED DATE OR MONTH

_____

TIME AVAILABLE

☐ About 2 hours ☐ Half day ☐ Full day ☐ Evening

Start after _____ Finish by _____

STARTING NEIGHBORHOOD OR OFFICE LOCATION

_____

DESIRED ATMOSPHERE (pick one or two)

☐ Relaxed ☐ Celebratory ☐ Curious ☐ Hands-on

WALKING AND SEATING

☐ Most people are fine walking 1–2 miles ☐ Regular seated breaks ☐ Step-free route needed

☐ Not sure yet

FOOD CONSIDERATIONS

☐ Vegetarian / vegan

☐ Gluten-free

☐ Allergies to plan around

☐ Halal / kosher

☐ Other: _____

Approximate numbers are enough.

DRINKS

☐ Nonalcoholic only

☐ Great nonalcoholic options alongside drinks

☐ Open to a drinks stop

ONE MUST-HAVE

_____

_____

ONE THING TO AVOID

_____

_____

CHAPTER 2

02 Find your New York

New York gives you plenty to choose from. These four directions are a good place to start, and many of our favorite outings mix two of them.

Food & neighborhood discovery

A walk through one neighborhood with tastings at independent bakeries, shops and counters, plus the stories behind them.

WHO MIGHT ENJOY IT

Mixed groups, new teams, anyone who bonds over lunch.

PLAN FOR

Share dietary needs early. Some routes suit certain diets better than others.

History & culture

The city's past told street by street: immigration, architecture and family businesses still going strong.

WHO MIGHT ENJOY IT

Curious minds, visiting colleagues, clients new to NYC.

PLAN FOR

Much of the story happens outdoors, so think about season and pace.

Art & makers

Studios, street art and small workshops, and the people who make things in New York.

WHO MIGHT ENJOY IT

Creative teams and groups who'd rather do than watch.

PLAN FOR

Decide whether you want to meet makers or book a hands-on workshop.

Community & social impact

Time with local organizations doing real work in the city, sometimes with a volunteer shift.

WHO MIGHT ENJOY IT

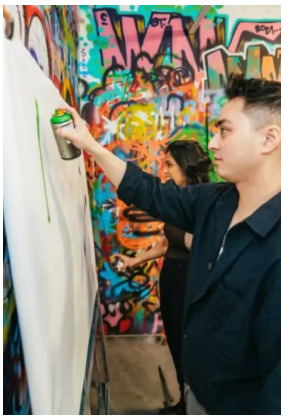
Teams with CSR goals or volunteer days to use.

PLAN FOR

Programs depend on partner needs, season and group size. Start early.









Left to right: pizza on the Lower East Side, a stop in Little Italy, a graffiti lesson in Brooklyn, volunteering with Earth Matter on Governors Island.

Food, stories & shared discoveries



Chelsea Market, the High Line & Hudson Yards

Start inside the old Nabisco factory, now a food hall full of tacos, doughnuts and local favorites. Then climb onto the High Line, a former rail line turned park, and stroll toward Hudson Yards.

Why it works for teams: lots of variety for mixed tastes, and an easy rhythm of tasting, walking and talking.

FORMAT About 3 hours · private and host-led · enough food for a meal

PLANNING NOTE The market is indoors, the High Line is not. Stops vary with availability and may include local favorites such as Takumi Taco, Doughnuttery or Dickson's.

Immigrant New York: Lower East Side, Chinatown & Little Italy



Pickles from the barrel, a warm bialy, a roast pork bun, a cannoli to finish. Three neighborhoods in one walk, each shaped by the families who arrived here and opened shop.

Why it works for teams: every stop comes with a story, so there's always something to talk about.

FORMAT About 3 hours · roughly 2 miles at a moderate pace · mostly outdoors

PLANNING NOTE Share dietary requirements early so we can confirm suitable tastings or recommend another experience. Gluten-free tastings aren't currently available on this tour.



JUST WANT PIZZA?

Our Lower East Side pizza tour is a relaxed option for a casual team afternoon: about 2 hours, with three slices, a soft drink and a sweet treat.

Art, makers & a different side of NYC



Industry City, Sunset Park

A waterfront complex of old warehouses that now holds studios, design shops and small food businesses. Your host leads the group through the campus, with food, drinks, demonstrations and behind-the-scenes visits to local makers.

FORMAT About 3 hours · about a mile of walking · much of it indoors

PLANNING NOTE Maker visits are subject to availability and confirmed as part of your itinerary.



Brooklyn graffiti workshop & street art walk

A professional artist guide walks the group past large-scale murals in Bushwick, then leads a hands-on spray-paint lesson. Supplies are provided, and the finished canvas can go home whole or be cut into pieces for everyone.

FORMAT About 2 hours · about 2 miles of walking · lesson indoors or outdoors

PLANNING NOTE Everyone is welcome to paint, and no one has to. Suggest clothes that can handle a little paint.

Watch, meet or make?

Watch
Walk, look and listen. A relaxed way to explore.

Meet
Hear from makers in their own spaces, when they're available.

Make
A booked, hands-on workshop with materials and time set aside.

Local impact, thoughtfully planned

Every outing can do some good. Some are built to do a bit more. It helps to know which one you're planning.

EVERY OUTING

Supporting local businesses

Our food and maker outings are built around independent shops, family businesses and makers, and your outing supports independent NYC businesses through the food, visits and activities included in your experience.

BY REQUEST

A dedicated social-impact program

A longer experience built around a community partner, often with a volunteer shift. These take more lead time and depend on what the partner needs.



Governors Island

A short ferry ride from Lower Manhattan to lawns, gardens and harbor views. Programs can include hands-on volunteering with Earth Matter, helping with compost and garden beds, and lunch on the island.

FORMAT Seasonal programming, subject to partner availability · half day or longer, including the ferry · group size limits apply



Materials for the Arts, Long Island City

NYC's creative reuse center collects donated supplies and passes them on to schools and nonprofits. Teams help sort, shelve and organize donated materials in the warehouse, then share a hosted lunch nearby.

FORMAT Indoors · about 3 to 4 hours · group size limits apply

Good to know. Volunteer tasks are planned around what partners actually need, so dates, tasks and group size depend on their schedule, the season and capacity. We'll tell you plainly if a program isn't the right fit for your date.

Build your shortlist

Pick up to three ideas. Check each one against the must-have and the thing to avoid from page 4.

OPTION 1

EXPERIENCE IDEA	WHY IT FITS OUR TEAM	PRACTICAL QUESTIONS	BUDGET FIT
			☐ Under
			☐ On target
			☐ Over

OUR RANKING

1st 2nd 3rd

OPTION 2

EXPERIENCE IDEA	WHY IT FITS OUR TEAM	PRACTICAL QUESTIONS	BUDGET FIT
			☐ Under
			☐ On target
			☐ Over

OUR RANKING

1st 2nd 3rd

OPTION 3

EXPERIENCE IDEA	WHY IT FITS OUR TEAM	PRACTICAL QUESTIONS	BUDGET FIT
			☐ Under
			☐ On target
			☐ Over

OUR RANKING

1st 2nd 3rd

OUR FRONT-RUNNER

WHAT WE STILL NEED TO CONFIRM

03 CHAPTER 3 Make the details work

The details are what people remember when they go wrong. Run through this list before you book and again a week out.

- ☐ **Travel time and meeting point**
  Choose a start that's easy from the office or main subway lines, and share exact directions.
- ☐ **Dietary needs**
  Send approximate numbers early and ask how substitutions are handled at each stop.
- ☐ **Weather plan**
  Ask what happens in rain, heat or cold, and what people should wear.
- ☐ **Larger groups**
  Big groups usually split into smaller groups, each with its own host. We often plan around 14 guests per guide.
- ☐ **Who handles what**
  Agree what the host and coordinator handle, and what stays with you: invitations, headcount updates, getting everyone there.
- ☐ **Walking, seating and accessibility**
  Ask how far the route walks, where people can sit, and whether step-free options exist. Every route is different.
- ☐ **Nonalcoholic options**
  Make sure there's something good to drink for everyone, not just water.
- ☐ **Restrooms**
  Know where the breaks are, especially on longer routes.
- ☐ **Time to talk**
  Don't overpack the schedule. The walk between stops is where many good conversations happen.

✦ **Indoor stops don't make an indoor outing.** Many experiences include indoor stops, like a food hall or a studio, with outdoor walking in between. If you need a fully indoor day, say so at the start.



Chelsea Market is a good example: indoor tastings, then an outdoor walk on the High Line.

Build your budget

Before comparing quotes, check what each one includes. Some prices bundle food, drinks, taxes and gratuity. Others list them separately. Count each cost once.

Planning headcount	people
Target budget per person	$
Estimated experience subtotal Per person × headcount	$
Taxes or service / gratuity Only if quoted separately	$
Transport Ferry, cars, transit	$
Optional extras Drinks, dessert, add-ons	$
Contingency A small buffer, e.g. 5–10%	$
Estimated total	**$**
Approval owner	

FOR REFERENCE

Most Like A Local Tours corporate experiences run about **$95–$145 per person**, depending on food, drinks, duration and customization. Custom and premium programs are quoted individually.

What to ask before you book

1. What is included?
2. What is extra?
3. What are the headcount and payment deadlines?
4. What happens if the weather or attendance changes?

Small touches that make it feel personal

A little thought goes a long way. These are ideas to talk through while planning, not standard inclusions. We'll tell you what works for your route.

1. **A welcome that names the occasion**
   A few words at the start, from you or the host, so everyone knows why they're here.

2. **Light NYC trivia, if people want it**
   A couple of questions between stops for anyone who wants to play. No teams or scoreboard needed.

3. **One easy conversation prompt**
   Something anyone can answer, like "Best thing you've eaten in New York?" Then let it wander.

4. **A sweet finish or a toast**
   Close with dessert or a toast, with a good nonalcoholic option poured for everyone.

5. **An optional group photo**
   Ask first, and make it easy for anyone to step out of frame.

The golden rule: keep it optional. People should never have to perform, compete or share anything personal to enjoy the day.





Shared tables do a lot of the work for you.

04 Your outing plan, on one page

WORKSHEET

Pull your notes together here, then share this page with a colleague, your manager or us. **You don't need every answer before you start a conversation.**

OCCASION AND GOAL

FIRST-CHOICE EXPERIENCE

DATE

BACKUP DATE

HEADCOUNT

BUDGET

PREFERRED START / END AREA

DESIRED ATMOSPHERE

IMPORTANT PRACTICAL REQUIREMENTS

DECISION-MAKER

NEXT STEP

- ☐ Share with my manager
- ☐ Send to Like A Local Tours
- ☐ Hold the date internally

Get the yes

Need sign-off? Copy this note, replace the bracketed parts and send.

Subject: Proposed team outing: [experience] on [date]

Hi **[name]**,

I'd like to propose a team outing for **[occasion]**.

What: **[experience]**, a private, host-led outing in **[neighborhood]**.

Why it fits: **[one or two reasons it suits our team and this occasion]**.

When: **[date]**, **[start time]** to **[end time]** (about **[duration]**).

Who: about **[headcount]** people.

Cost: about **[budget per person]** per person, **[total budget]** in total, including **[what's included]**.

Practical notes: **[walking, dietary, accessibility or weather plans]**.

Could you approve this by **[date]** so I can confirm availability and next steps?

Thanks,

[your name]

Before you hit send

- ☐ Date checked against key calendars
- ☐ Inclusions and extras are clear
- ☐ Weather plan understood
- ☐ Budget line and approver confirmed
- ☐ Dietary and access needs noted
- ☐ Booking deadlines noted

Before, during & after

A simple organizer checklist. For dates and deadlines, follow the schedule in your booking confirmation, since every booking is a little different.

Before

- ☐ Confirm headcount and requirements by the agreed deadline.
- ☐ Share the meeting point, timing, clothing guidance and day-of contact.
- ☐ Confirm the weather plan.
- ☐ Send a calendar invitation with the meeting location.

During

- ☐ Arrive a few minutes early.
- ☐ Let the host manage the agreed itinerary.
- ☐ Leave room for conversation.
- ☐ Keep optional activities optional.

After

- ☐ Thank the team.
- ☐ Share photos with appropriate permission.
- ☐ Ask: “What would you keep or change for our next outing?”

NOTES FOR NEXT TIME



READY WHEN YOU ARE

Let’s plan something your team will love

A rough date, a headcount and the occasion are enough to start. Tell us about your group and we’ll recommend experiences that fit your people, your occasion and your budget. Then our group coordinator handles the details and your host takes it from there.

Tell us about your outing →

likealocaltours.com/corporate-outings

Share your approximate date, headcount and occasion. We aim to reply within 24 hours.

- Hosting NYC outings since 2014
- Hundreds of corporate groups, from small teams to 300+ guests
- Woman-owned and M/WBE certified
- Our Chelsea Market & High Line tour is a 2026 Tripadvisor Travelers’ Choice Best of the Best



We can’t wait to show your team our New York.
Lauren & the Like A Local Tours team

like a local tours