

# Company Holiday Party

## Planning Checklist



- ❑ Determine your party style! Formal or Casual?
- ❑ What's your décor style? Do you want to pick a theme, such as Winter Wonderland or A Christmas Story?
- ❑ Choose the Date & Time. Are you considering Middle of the week or the Weekend? A luncheon, Cocktail party, or Evening Affair?
- ❑ Determine your guest list. Who is Invited? All employees? Is it limited to only certain Departments? Are family & spouses welcome? Will you be inviting any Clients?
- ❑ Determine your Budget.
- ❑ Secure your Event Planner. Determine what level of service you'll need- Full Service planning or a Day Of Coordinator?
- ❑ Decide on your Venue. Will it be at the office? Perhaps a hotel, loft, or your boss's house?
- ❑ If your Venue does not provide catering, secure your Caterer.
- ❑ Select your Holiday Menu. Sit down dinner? Food Stations? Served Appetizers?
- ❑ Create the perfect Bar package for your guests.
  - ❑ Consider: Open bar? Drink tickets? Craft Cocktails?

Book your party Entertainment!

- DJ, Band
- Photo Booth, Photographer
- Activity Stations (Wine pairing, Cigar rolling, etc.)



Consider your Rental Items:

- Tables & Chairs
  - Linens (tablecloths, napkins)
  - Lounge Furniture (couches, chairs, tables, lamps, pillows, rugs)
  - Stage, Dancefloor
  - A/V Equipment: stereo system, speakers, lighting, microphone
- Invitations- select your method, order/design, send out
- Determine any Gifts that need to be purchased, wrapped, and/or distributed
- Design your Venue Layout
- Create your Event Timeline
- Create your Vendor Contact Sheet
- Week Of:
- Review Contracts & services rendered
  - Confirm all services, along with arrival times, set up, and tear down schedule
  - Review and confirm your Venue Layout
  - Get ready to enjoy your holiday party!