

# The Company Holiday Party Checklist



Are you feeling overwhelmed at the prospect of organising your company's Christmas party this year? Don't worry – you're not the only one! Our step-by-step overview can help make sense of the whole process of arranging and organising a Christmas corporate party.

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## Set a Date

- Consider sending a survey to employees with date options
- Choose the date with the majority of votes
- Send a “save the date” note to employees

## 2

### Set a Budget

- Determine the maximum budget with your boss
- Determine party elements by priority (food, drink, entertainment, etc.)
- Assign budget based on priority (30% for food, 40% for entertainment, etc.)
- Save some extra money - for any unknowns!

## 3

### Type of Party

- After work-hours party
- During work-hours celebration
- Formal corporate event
- Casual, more informal affair

- Themed party (fancy dress, costumes, etc)
- Activity based event (ice skating, paintballing, etc.)
- Package party organised by venue

## 4 Party Venue

- At your office / place of work
- At a staff member's home
- At a party venue (restaurant, bar, pub, event venue, etc)

## 5 Transportation

- Credit for a passenger drop-off service (Uber, etc.)
- Hire a bus

Car/bicycle/walk - if an at-work party

Have a sign-up sheet for car sharing

Local taxi service provided

## 6

### Food

Venue-provided food

Sit-down dinner with formal servers

Buffet food provided

Served appetisers - with wait staff, or placed on a table

Office potluck - staff bring their own food

# 7

## Drinks

Open bar provided

Drink tickets

Beer and wine plus alcohol-free options

Cocktails

Alcohol free only

# 8

## Party Entertainment

Dancers

Live band or singers

DJ

Magicians

Other performers

Note - do you know that  
Corporate Party  
entertainment is our  
speciality?

Wherever you are based in  
the UK, we can help provide  
you with the perfect  
entertainment for your work  
party!

Visit [CorporateParty.co.uk](http://CorporateParty.co.uk)  
for more info.



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## Anything Extra?

Photographers to hire

Photobooth to hire

Raffle and prizes

Party good bags

Corporate gift sets



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LIVE ENTERTAINMENT

*Corporate Party Checklist by [CorporateParty.co.uk](http://CorporateParty.co.uk) -  
experts in providing the right entertainment for your event!*