

Office Party Checklist

By Alex Strickland

- Planning an Office Party
 - Make yourself the event organizer and pull in other social employees to create a committee.
 - Set up a suggestion box or create a short questionnaire for employees to solicit ideas.
 - Set up your budget.
 - Decide if this is an employee only, employee & guest or employee family event.
 - Based on budget determine facility, menu, entertainment and decorations for your event.
 - Set the date, place and time for your party.
 - Reserve any rental items if necessary.
 - Schedule an activity or some entertainment to break the ice.
 - Send out invitations at least four weeks in advance.
 - Send out reminder emails or post flyers on boards.
 - Request RSVP's to attend.
 - Make sure employees that work off-site are also notified.
 - Make sure your business is legally safe if you are providing alcoholic beverages.
- The Day Before the Party
 - Pick up and set up rental equipment, tables, etc.
 - Coordinate last-minute arrangements with caterer/helpers.
 - Place a Welcome Sign at entrance.
- Office Party Day
 - Put up party directional signs for guest and tie balloons to entrance of party area.
 - Decorate Party Room.
 - Coordinate set-up, service, cleanup with hired helpers.
 - Prepare and arrange remaining food.
 - Have fun!