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!