



Corporate Holiday *Party Planning*

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Planning a corporate holiday party requires a careful balance of professionalism and festive fun.

To help make your event a success, we've created a comprehensive timeline filled with practical tips to keep everything organized, from securing the venue to coordinating the perfect activities.

Whether you're hosting an intimate gathering for your team or a large event for employees and clients, this checklist ensures a smooth and memorable holiday celebration. You may need to adjust the steps based on the size and needs of your company, but get ready to spread some holiday cheer!

Two to Three Months Before

- Set the date:** Coordinate with the leadership team to avoid conflicts with other events.
- Establish the theme:** Choose a fun but professional theme that aligns with company culture.
- Set the budget:** Work with finance to establish a clear budget for the event.
- Create a guest list:** Determine if the party is for employees only or if clients and partners will be invited.
- Book the venue:** If hosting offsite, secure a venue that suits the size and style of your event.
- Book entertainment:** Consider a DJ, live band, or other forms of entertainment, such as a comedian or magician.
- Hire a professional event planner:** If needed, hire someone to handle logistics.
- Arrange catering:** Select a caterer that can provide a festive yet professional meal.

Two to Three Months Before Cont.

- Send out 'Save the Date' notices:** Make sure everyone blocks off the date in advance.
- Plan for activities or presentations:** Will there be speeches, award ceremonies, or team-building activities?
- Research and book holiday decor:** Keep it professional but festive with holiday-themed decor.
- Decide on party favors or corporate gifts:** Choose branded or themed gifts for employees or clients.
- Plan a corporate gift exchange:** Decide if there will be a Secret Santa or White Elephant gift exchange.
- Organize transportation:** Consider transportation options like shuttles if the event is offsite.
- Book a photographer or videographer:** Capture professional images of the event for marketing purposes.

Two to Three Months Before Cont.

- Arrange audiovisual needs:** If you plan to give presentations or show videos, book AV equipment early.
- Create a detailed timeline:** Start building a day-of timeline for smooth execution.

Six to Eight Weeks Before

- Send formal invitations:** Send electronic or physical invites, and include all necessary details (venue, dress code, etc.).
- Confirm guest list details:** Begin tracking RSVPs to get an accurate headcount.
- Coordinate with HR:** Ensure the event aligns with company values and policies.
- Finalize catering menu:** Work with the caterer to finalize menu options, considering dietary restrictions.
- Confirm decor plan:** Work with vendors to ensure all holiday decorations are on track.
- Plan a seating chart:** If it's a seated event, start working on a seating arrangement that encourages networking.

Six to Eight Weeks Before Cont.

- Order party favors or gifts:** Finalize and place orders for any corporate gifts or party favors.
- Set up event webpage or RSVP form:** Create a platform for employees to RSVP and receive updates.
- Organize any speeches or presentations:** Start preparing talking points for speeches or award presentations.
- Book transportation or parking logistics:** Confirm transportation and parking details for guests.
- Select holiday music playlist:** Work with the DJ or entertainment to plan a festive music list.
- Confirm audiovisual requirements:** Double-check all AV needs, including microphones, projectors, or lighting.
- Coordinate holiday raffle or giveaways:** Plan any special giveaways, raffles, or recognition programs.
- Set deadlines for vendors:** Ensure all vendors are aware of their timelines and delivery dates.

One Month Before

- Confirm venue details:** Ensure all logistics are in place with the venue (setup, tables, lighting).
- Finalize transportation logistics:** Confirm all transportation arrangements and share details with attendees.
- Confirm entertainment details:** Reconfirm with the DJ, band, or entertainer to finalize the set list.
- Finalize catering:** Confirm the menu with the caterer and make any last-minute adjustments for dietary needs.
- Prepare speeches and presentations:** If there will be a company address, finalize scripts and presentations.
- Plan seating arrangements:** Finalize seating chart if it's a seated event.
- Send event reminders:** Send out event details and reminders to all employees.
- Review and confirm party favors or gifts:** Ensure gifts have arrived and are ready for distribution.

One Month Before Cont.

- Prepare a day-of agenda:** Finalize the schedule for the party day, including setup and tear-down times.

Two Weeks Before

- Prepare final guest list:** Ensure all RSVPs are accounted for, including any plus-ones.
- Reconfirm with vendors:** Send a final confirmation to all vendors about setup times and special requests.
- Buy corporate gifts:** If you're doing a gift exchange, finalize purchases or order corporate gifts.
- Prepare place cards or seating chart:** If assigned seating, create and print place cards.
- Check on holiday decor:** Ensure all decorations are ready to be delivered or set up.
- Create an event script:** Finalize the script for speeches, introductions, and key moments.
- Coordinate team-building activities:** If applicable, ensure all supplies and instructions are ready for planned activities.

Two Weeks Before Cont.

- Test audiovisual equipment:** If possible, test all AV equipment for the event.
- Assign day-of tasks to the team:** Make sure your planning team knows their roles for the event.
- Stock up on extra supplies:** Have extra gift bags, decor, and holiday items on hand.

One Week Before

- Review final details with the team:** Host a meeting to go over logistics, timelines, and key tasks.
- Do a final venue walkthrough:** Ensure the venue is prepared and all logistics are confirmed.
- Confirm with caterer:** Finalize the headcount and confirm any special meal requests.
- Finalize all payments with vendors and prepare tips in advance:** Now you can relax and enjoy the event without worrying about last-minute payments.

One Week Before Cont.

- Test AV equipment and lighting:** If possible, do a dry run of AV equipment at the venue.
- Check on transportation arrangements:** Double-check shuttles, valet, or other transportation options.
- Prepare a seating chart or guest list:** Ensure seating arrangements are clear and guest names are correct.
- Prepare corporate gifts or party favors:** Assemble gifts or favors for easy distribution.
- Prepare signage and event materials:** Create clear signs for directions, coat check, etc.
- Send a final reminder to guests:** Include last-minute details like parking, dress code, or event itinerary.
- Finalize setup and breakdown instructions:** Confirm times for setup and teardown with vendors and staff.
- Charge devices:** Ensure phones, cameras, and tech devices are ready for the event.

One to Two Days Before

- Set up decorations:** Start decorating the venue with holiday flair.
- Finalize table settings:** Arrange place cards, centerpieces, and utensils.
- Pick up last-minute items:** Grab anything you may have forgotten, like extra drinks or supplies.
- Set up audiovisual equipment:** Make sure everything is in place for the event day.
- Arrange corporate gifts or favors:** Have gifts organized for distribution.
- Prepare a welcome area:** Set up a greeting area with a holiday touch.
- Reconfirm with all vendors:** Ensure everyone is ready and on time for the big day.
- Prepare event-day checklist:** Review all tasks to ensure nothing is missed.

Party Day

- Welcome guests:** Have the greeting team in place to give a warm welcome.
- Ensure setup is completed:** Oversee final touches on the venue and decor.
- Check in with vendors:** Confirm everyone is ready and in position (caterer, entertainment, etc.).
- Start the music:** Set the holiday tone with the perfect playlist or DJ.
- Host speeches or presentations:** Kick off the event with any formalities like awards or speeches.
- Keep activities flowing:** Ensure team-building games, raffles, or giveaways run smoothly.
- Manage the food and drinks:** Make sure catering is seamless, and drinks are replenished.

Party Day Cont.

- Take lots of photos:** Capture the festivities for social media or internal communications.
- Distribute party favors or gifts:** Hand out gifts to employees and guests.
- Wrap up the party:** Thank everyone for attending and end the evening on a high note!
- Break down and clean up:** Coordinate with your team and vendors to pack up and leave the venue clean.

Sleigh the Party!

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