



# Comprehensive Corporate Holiday Party Planning Checklist

Planning a corporate holiday party involves numerous steps to ensure a memorable and enjoyable event. Here's a comprehensive checklist to guide you through the process, ensuring no detail is overlooked.

## 1. SETTING A BUDGET

- ☒ **Determine Overall Budget:** Assess the total amount allocated for the holiday party.
- ☒ **Break Down Expenses:** Divide the budget into categories such as venue, catering, decorations, entertainment, and gifts. Be sure to consider how many guests the party will have:
  - Can your employees bring a friend or family member as their +1?
  - Will the party be child-friendly?
  - Will you invite any partners, investors, or other guests to the party?
- ☒ **Contingency Funds:** Allocate a portion of the budget for unexpected expenses.



## 2. GATHERING A PLANNING TEAM

- ☒ **Assemble a Team:** Identify and recruit team members who will assist with planning and execution.
- ☒ **Assign Roles and Responsibilities:** Clearly define each team member's duties, such as coordinating with vendors, managing invitations, and overseeing decorations.
- ☒ **Establish Communication Channels:** Set up regular meetings and communication tools for effective coordination.



## 3. SETTING A DATE

- ☒ **Choose a Date:** Select a date that works well with holidays and company events. If your company celebrates a 50th anniversary, Christmas Eve

# Company Christmas Party Planning Guide

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## **Company Christmas Party Planning Guide:**

**How to Plan a Christmas Party** Lilian Iduh, 2020-11-15 ARE YOU PLANNING ON HOSTING A CHRISTMAS PARTY TO INVITE FRIENDS FAMILY CO WORKERS OR BUSINESS ASSOCIATES TO THE PARTY AND YOU ARE CONFUSED ON HOW TO COORDINATE AND MANAGE THE EVENT If so worry no more this is the perfect book that will guide you in order to make the party a success You may have been feeling exhausted and stressed about the whole plans as the big day is approaching and you know it shouldn't be that way a Christmas party should be about fun food drinks family and friends right Well There is no problem without a solution all you need to do is for you to break out of that feeling and experience something different This book HOW TO PLAN A CHRISTMAS PARTY is written to help you organize your party without being stressed out this planning Guide is one of a kind it provides you with four different methods on how to coordinate and manage the event successfully You may have tried other Christmas party planning books or journal but this particular one is exceptionally good because the information in this book is written in details and in an easy to understand way that will help you plan the party starting from the budget expenses spending decorations date time location meal plans drinks shopping playlist and many others Seize this opportunity and Click the buy now button grab your copy and make this Christmas party a memorable one for all your guest

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
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