

Holiday Party Event Planning Checklist for Small Offices

Organizing a **holiday party** for small offices requires careful planning to ensure a festive and enjoyable event. This checklist helps you manage invitations, decorations, catering, and entertainment efficiently. With these key steps, your office celebration will be memorable and stress-free.

Checklist

- **Set the Date & Time**
 - Confirm availability with key staff and management
 - Book venue if outside the office
- **Budget Planning**
 - Allocate funds for venue, food, decorations, and activities
 - Seek contributions or sponsorships, if needed
- **Guest List & Invitations**
 - Finalize the guest list (employees, plus ones, contractors, etc.)
 - Send digital or printed invitations with RSVP request
- **Food & Drinks**
 - Choose catering service or organize a potluck
 - Account for dietary restrictions and preferences
 - Arrange for beverages (alcoholic/non-alcoholic)
- **Decorations**
 - Select a festive theme and color palette
 - Purchase or create decorations
 - Decorate venue or office space in advance
- **Entertainment & Activities**
 - Book any required equipment (sound system, games, etc.)
 - Plan games, contests, or gift exchange
 - Arrange a background music playlist or hire a DJ
- **Gifts & Party Favors**
 - Organize Secret Santa or gift exchange
 - Prepare small party favors or appreciation gifts
- **Logistics & Setup**
 - Organize seating arrangements
 - Coordinate volunteers/helpers for setup and cleanup
- **Post-Event**
 - Distribute thank you notes or appreciation emails
 - Collect feedback for future events