

# COMPANY CHRISTMAS PARTY PLANNING CHECKLIST



## Planning Committee Members:

Name: \_\_\_\_\_

Company Email: \_\_\_\_\_

Name: \_\_\_\_\_

Company Email: \_\_\_\_\_

Name: \_\_\_\_\_

Company Email: \_\_\_\_\_

Theme: \_\_\_\_\_

Colors: \_\_\_\_\_

## BUDGET



Projected Budget: \_\_\_\_\_

Actual Costs: \_\_\_\_\_

Venue: \_\_\_\_\_

Food & Drink: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Decorations: \_\_\_\_\_

Gifts/Cards: \_\_\_\_\_

Other Costs: \_\_\_\_\_

Donations: \_\_\_\_\_

Final Budget Total: \_\_\_\_\_

Final Expenses Total: \_\_\_\_\_

## TIME & PLACE



Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Location: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Inclusions: \_\_\_\_\_

Amenities: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

# GUESTS & TICKETS



- Guest List:
  - Employees: \_\_\_\_\_
  - Employee Families: \_\_\_\_\_
  - Clients: \_\_\_\_\_
  - Other Restrictions: \_\_\_\_\_
- Invitations:
  - Type: \_\_\_\_\_
  - Supplier: \_\_\_\_\_
  - Number: \_\_\_\_\_
- Attire & Conduct:
  - Attire Restrictions: \_\_\_\_\_
  - Conduct Policy: \_\_\_\_\_
- Tickets:
  - Drink Tickets: \_\_\_\_\_
  - Print
    - Printer Name: \_\_\_\_\_
    - Total Cost: \_\_\_\_\_
- Distribute:
  - Online
  - In Office
  - At Door



# ANNOUNCEMENTS, GIFTS, & DECORATIONS



- Announcements:
  - Type: \_\_\_\_\_
  - Time: \_\_\_\_\_
  - Speaker: \_\_\_\_\_
- Type: \_\_\_\_\_
  - Time: \_\_\_\_\_
  - Speaker: \_\_\_\_\_
- Type: \_\_\_\_\_
  - Time: \_\_\_\_\_
  - Speaker: \_\_\_\_\_
- Holiday Cards:
  - Supplier: \_\_\_\_\_
  - Number: \_\_\_\_\_
- Holiday Gifts:
  - Type: \_\_\_\_\_
  - Supplier: \_\_\_\_\_
  - Number: \_\_\_\_\_
- Choose Decorations:
  - Outside: \_\_\_\_\_
  - Main Room: \_\_\_\_\_
  - Tables: \_\_\_\_\_
- Purchase Decorations:
  - Supplier: \_\_\_\_\_

# FOOD & ENTERTAINMENT

- Type of Food: \_\_\_\_\_
  - Sit-down meal: \_\_\_\_\_
  - Appetizers: \_\_\_\_\_
  - Desserts: \_\_\_\_\_
  - Beverages: \_\_\_\_\_
- Food Vendor: \_\_\_\_\_
  - Contact: \_\_\_\_\_
- Type of Entertainment:
  - DJ: \_\_\_\_\_
  - Live band: \_\_\_\_\_
  - Playlist and speaker: \_\_\_\_\_
- Other: \_\_\_\_\_



# VOLUNTEERS

- Planning Tasks:
  - Sort/Prepare Cards/Gifts:  
\_\_\_\_\_  
\_\_\_\_\_
  - Sort/Distribute Tickets:  
\_\_\_\_\_  
\_\_\_\_\_
- Event Volunteers:
  - Set Up Volunteers:  
\_\_\_\_\_  
\_\_\_\_\_
  - Clean Up Volunteers:  
\_\_\_\_\_  
\_\_\_\_\_
- Other Volunteers:  
\_\_\_\_\_  
\_\_\_\_\_

