



10

things that make a company Christmas party **memorable**

Practical tips and a checklist for the person organising the party.

BEFORE YOU START

Organising the company Christmas party?

This job usually falls to one person, on top of their actual job. Every year we work at company Christmas parties and see what makes the difference between an ordinary dinner and a party colleagues are still talking about in January.

Most of these things cost nothing. They just need thinking about in good time. At the end you will find a week-by-week checklist that you can print and keep on your desk.

01

Book the date as early as you can

December is the busiest month for venues, musicians and photo booths, and Fridays get booked first. If you choose a date at the start of December, or hold a New Year party in January, you will have more choice.

Send colleagues a 'Save the date' invitation at least a month ahead, so they don't make other plans.

02

Ask your colleagues before you decide

A short survey with three questions saves a lot of grumbling. Ask which date suits them, whether they have any dietary requirements and whether they want to bring their partners.

People are keener to come to a party they had a say in.

03

Set a budget per person and decide what it covers

When you know the amount per person, comparing quotes is easier. Split the budget into a few parts: venue and food, drinks, programme and entertainment, transport and gifts.

Set aside about a tenth for things that crop up at the last minute.

04

Choose a theme or a dress code

A theme turns an ordinary dinner into an event. Colleagues talk about it for weeks before the party and dress up specially. Here are a few ideas:

70s Christmas

White and gold

Winter wonderland

Ugliest Christmas jumper

Repeat the theme everywhere – in the invitation, the decorations and the photo frame.



A Christmas party with the theme 'Peace and Love Christmas'. The theme shows in the outfits and in the photo frame.

05

Check out the venue in advance

The menu matters, but the venue decides how the evening goes. Check how many people it holds comfortably and whether there is room for dancing and for a photo booth area. Ask how late the party can go on and when the suppliers can get in to set up their equipment.

Think about how people will get home, too. If the venue is out of town, arrange a transfer or taxis in advance.

06

Plan the evening hour by hour

With a programme, every supplier knows when their moment comes. Here is an example:

19:00	Welcome and drinks
19:30	Short speech
19:45	Dinner
21:00	Awards or a game
21:30	Music and dancing

Put the most important moments before 22:00, while everyone is still at the tables and listening.

The managing director's speech is best kept short. Five minutes is enough for a thank-you, two or three achievements of the year with the names of the colleagues behind them, and good wishes for the year ahead.

07

Choose one person to deal with the suppliers

On the day of the party, the venue, the musicians, the photo booth and the caterers will all be looking for someone to ask. Make it one person with one phone. Send them the programme and every supplier's phone number a week in advance.

If you will be welcoming the guests, make it someone else. That way you get to enjoy the party too.

08

Give the people who don't dance something to do

At every party there are colleagues who stay on the sidelines. A photo booth area, a game or a raffle brings them together with people from other departments.

The photo booth area works especially well, because colleagues who have only e-mailed each other all year step into it together. And everyone joins in, even people who don't like dancing.

09

Give people a keepsake to take home

A printed photo with the company logo and the date of the party stays on a desk or the fridge for months. It is a more personal gift than yet another mug with a logo. When colleagues share the photos on social media, the company logo is seen outside the company too.



A photo from a Christmas party with a frame in the company's colours and the date of the party.

How we do it. We print every photo on the spot, with no limit on the number. The frame carries your logo and the Christmas theme, and you approve it before the party.

10

After the party, say 'thank you' and send the photos

On the next working day, send a short thank-you e-mail with a link to the photos from the evening. That way the party lives on in conversations for a few more days. The photos become ready-made content for the intranet, the company's LinkedIn page and job adverts.

Ask colleagues what they enjoyed, too. Their answers will help you next year.



Colleagues with Christmas props at a company Christmas party. People are happy to look at photos like these the next day, too.

How we do it. Guests get the photos on their phones right there, via a QR code. The online gallery stays up for 30 days, so it is easy to send it to everyone after the party.

TO PRINT

Checklist

The timings are only a guide. If the party is sooner, start at the top and go through everything faster.

6-8 WEEKS BEFORE THE PARTY

- ☐ Set the budget and the approximate number of guests.
- ☐ Send colleagues a short survey.
- ☐ Choose a date and book the venue.
- ☐ Choose a theme or a dress code.

2-3 WEEKS BEFORE THE PARTY

- ☐ Send the formal invitation with the theme and the dress code.
- ☐ Approve the photo frame and the decorations.
- ☐ Prepare the awards or the game.
- ☐ Arrange a transfer or taxis.

ON THE DAY OF THE PARTY

- ☐ Arrive early to check that everything is in place.
- ☐ Put a taxi phone number where everyone can see it.
- ☐ Ask someone to take photos of the speech and the awards.

4-6 WEEKS BEFORE THE PARTY

- ☐ Book the music, the photo booth and the other suppliers.
- ☐ Send a 'Save the date' invitation.
- ☐ Agree the menu after asking colleagues about allergies and vegetarian options.

1 WEEK BEFORE THE PARTY

- ☐ Confirm the exact number of guests with the venue.
- ☐ Send the programme to all the suppliers.
- ☐ Choose one person to deal with the suppliers.
- ☐ Check when the suppliers can get in and set up their equipment.

AFTER THE PARTY

- ☐ Send a thank-you e-mail with the photos.
- ☐ Ask colleagues what they enjoyed.
- ☐ Write down what to change next year.



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- ✓ We print every photo on the spot, with no limit on the number.
- ✓ Guests also get the photos on their phones, and the online gallery stays up for 30 days.
- ✓ Transport within 30 km of Sofia, Plovdiv and Varna is included in the price.
- ✓ We work with a contract and an invoice, and send a quote within 24 hours.

DECEMBER FILLS UP FAST

Check if your party date is still free

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The photos in this guide are from company parties we have worked at.