

Holiday Party Tips

- Get organized. Make sure to establish a budget, but also be as generous as your budget allows. Employees have worked hard all year and they are looking for appreciation.
- Hire a professional party planner if you'd like a big event instead of wasting your staff's time. If this isn't feasible, utilize websites like www.party411.com to help plan the perfect event!
- Have Brainstorming sessions with employees you trust to help plan the event. Discuss what worked and what didn't work at past events, and that will guide you to what you want this time.
- Be sure to plan activities that you and your fellow co-workers will enjoy. Think about hiring entertainers to help break the ice. It can be a band, a DJ, a magician or even a comedian can help avoid awkward silences which are bound to occur, especially at the beginning of the party.
- Make your event memorable by choosing an unusual location. Aquariums, art museums, sightseeing boats, the horse track or simply one a good view can be once-in-a-lifetime for some.
- Have enough food and drink available. A hungry stomach leads to cranky employees.
- Publish your policy on drinking, in advance, to avoid any misunderstandings.
- Having a slideshow or video featuring your employees and co-workers, giving out awards, white elephant gift exchanges, or even games (like Name That Tune, Truth or Dare or Pass The Buck) or competitive contests (like the Human Christmas Tree or Let's Do The Twist) are ideas for things to do for fun and entertainment at any holiday party.
- Draw up a floor plan to make sure guests are comfortable with the volume level where they are sitting and also for avoiding lines at the buffet (have your catering staff personally release tables or have your MC announce the tables).
- Well-chosen party favors will extend the good feelings after the last balloon has popped.