

# Office holiday party checklist

Office holiday parties are a perfect opportunity to share a laugh with co-workers, strengthen employee bonds and recognize associates for all their hard work. Here are some tips to make sure the party runs smoothly and everyone has a great time.



## Step 1: Set the budget.

A larger budget might mean more resources to spend on food or entertainment, but great office parties can be done on a small budget as well. Determine on the amount of money you have available, and then decide how much will be used for food, setting up the venue, and entertainment.



## Step 2: Decide on a type.

If everyone likes to cook, a potluck is a great way to showcase everyone's culinary skills. If you would prefer to let employees relax and enjoy the festivities. You can find a local catering company to handle all of the food that will be served.



## Step 3: The supply stock up.

Make sure you have all the supplies you need for everyone to enjoy the food.

### Products to consider:

- |                                  |  |                                |
|----------------------------------|--|--------------------------------|
| <input type="checkbox"/> Plates  | <input type="checkbox"/> Bottled water | <input type="checkbox"/> Candy |
| <input type="checkbox"/> Bowls   | <input type="checkbox"/> Soft drinks   |                                |
| <input type="checkbox"/> Cutlery | <input type="checkbox"/> Coffee        |                                |



## Step 4: The clean up.

The post-party clean up is easy if everyone helps out. Make sure you have the supplies you need to wipe down, throw out and put away leftovers at the end of the night.

### What you need:

- ☐ Trash bags
- ☐ Trash cans
- ☐ Tupperware
- ☐ Disinfecting wipes
- ☐ Recycling bins