

Office Holiday Party Planner

A countdown checklist from eight weeks out to the day after

8 WEEKS OUT

- ☐ Set the date and avoid peak travel days
- ☐ Choose the format: lunch, after-hours, offsite or hybrid
- ☐ Set a per-person budget and get it approved
- ☐ Pick a planning buddy or a small committee

4 WEEKS OUT

- ☐ Send invitations: date, time, dress code, RSVP date
- ☐ Ask about dietary needs and accessibility
- ☐ Plan for remote staff: party boxes and a video link
- ☐ Set gift exchange rules and a price limit

1 WEEK OUT

- ☐ Send a reminder with all the details
- ☐ Confirm every delivery has arrived
- ☐ Make the playlist and test the speaker
- ☐ Write a short thank-you (two minutes, tops)

AFTER

- ☐ Send a thank-you note and the photos
- ☐ Ask three quick feedback questions
- ☐ Write down what to repeat next year

6 WEEKS OUT

- ☐ Book the venue or reserve the office space
- ☐ Book catering or plan the potluck sign-up
- ☐ Choose a theme (optional) and one or two games
- ☐ Order favors, prizes and printed cups

2 WEEKS OUT

- ☐ Confirm the headcount with the caterer
- ☐ Assign roles: greeter, game host, photos, cleanup
- ☐ Plan rides home and great non-alcoholic drinks
- ☐ Print bingo cards and award certificates

PARTY DAY

- ☐ Set up one hour early
- ☐ Put out name tags and a welcome table
- ☐ Start the first game within 30 minutes
- ☐ Take the group photo early, before people leave