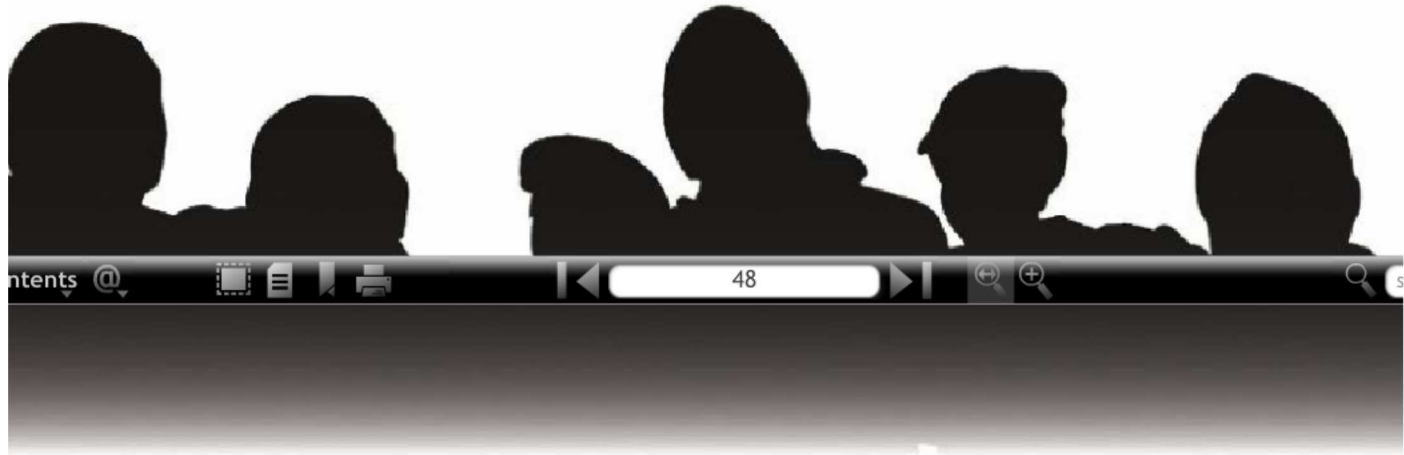


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WIL TO PREPARE, PREPARE TO FAIL

Here are some top tips to ensure your Christmas party is enjoyed by all.

Choose the venue and taste the food. Don't get left off with a 'Christmas package' that has no food.

Plan ahead; you cannot do enough! Organise a list of things to do; schedules with timings and timings of your team.. Use expert help from the venue, caterers and entertainment for their services where required.

Send out invitations in good time, with a clear deadline to reply by. You don't want to waste money by over catering for absent people. Factor

in chasing up responses before the last date to respond to. Ensure there is an option for 'dietary requirements and access on any invitation.

- **Alcohol.** Check what your budget is and offer accordingly; perhaps each guest could be served 1/2 bottle of wine; the bar is free for all guests for the night, or that all drinks have to be paid for. Let guests know beforehand to warn them.
- **Budget Christmas Parties.** Even if the party budget has been drastically cut, it is still possible to have a good event. Cancelling it could affect morale. Ideas for a low budget party include keeping it in house and arranging caterers to do snacks; self organised entertainment such as 'Secret Santas'

and singing seasonal songs or even limiting the event to a 'drinks' party with nibbles.

- **Entertainment:** Some venues you choose do not have entertainment: such as a disco included. You might wish to organise after dinner entertainment such as surprise singing waiters or a magician. Ask the entertainment agency for advice on what will work in the venue with the budget you have.
- **Prepare yourself:** it is going to be a long day so be on duty throughout the party. Before hand and make sure you drink plenty of water. Enjoy yourself; and also the message of thanks and congratulations after the party.

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