

# Office Party Planning & Catering



## A corporate events checklist

### 1-2 MONTHS IN ADVANCE

#### Decide your budget

- Venue
- Food
- Stationery/kitchen supplies
- Decorations (for birthdays, company milestones, or special event like Melbourne Cup or Christmas)
- Prizes for planned activities or games
- Get budget approved at least 3 weeks in advance

#### Venue and attendees

- Choose venue and confirm booking (for Christmas, book venue at least 2 months in advance)
- Finalise guest list
- Choose a suitable date and time (Tip: use a handy tool like Doodle to decide on the most suitable dates)
- Send out meeting invites (include date, location, time, RSVP details, attire, special diet requirements)
- Firm up confirmed list of attendees

#### Supplies

- Decide on theme
- Contact vendors for stationery and party decorations
- Check if you have enough dinnerware and cutlery, and contact vendors for hire if necessary
- Depending on the event, book wait staff, and hire furniture as necessary.

#### Catered food

- Choose finger food as a starter or buffet main
- Choose platters or grazing stations if suited to the occasion
- Choose special menu for attendees with special diets
- Choose a cake or treat for special celebrations
- Choose juices, soft drinks, mineral water and other beverages
- Choose alcohol options if suitable for the occasion
- Contact caterers specialising in finger food and office party catering (Tip: find the best ones at [www.orderin.com.au](http://www.orderin.com.au))
- Finalise catering

### 1-2 WEEKS IN ADVANCE

#### Technical equipment and activities

- Decide if the party space needs projectors, screens, or speakers (What's a party without music!)
- Decide if your party will include any activities or games
- Arrange seating and clearly defined spaces for food and activities

#### Follow-ups

- Send reminders to attendees
- Make a follow-up call to caterers and vendors to check everything is in order, or to make changes to your catering (It's not too late if you found out the boss is allergic to nuts!)

### 3-4 DAYS BEFORE THE PARTY

- Email any further special instructions to attendees
- Send thank you notes to anyone pitching in for costs not covered by the budget
- Submit receipts and invoices for reimbursement
- Create a music playlist, or a collaborative Spotify list so everyone gets to hear their favourite tunes
- Conduct trial run of all technical equipment and props

### DAY BEFORE THE PARTY

- Arrange for the office to be cleaned, furniture to be arranged as needed
- If it is a birthday, celebration or farewell, purchase a card for the office to sign

### DAY AFTER THE PARTY

- Send out thank-you notes to attendees
- Share pictures from the event with attendees and post social media updates
- Complete event report and file in events binder