

## TOP TIPS FOR CHRISTMAS PARTY PLANNING OCTOBER 2017

The festive season is fast approaching. Turkey and tinsel will soon be rife and there is nothing more exciting than the company Christmas party! However for the party organiser, it can be a daunting time and an unwelcome and scary prospect!

Businesses across the country are already planning and that is part of the key. Daniel Cowburn, sales office manager for independent hotel group Squire Hotels, shares his top tips to make the office party go off with a bang for all the right reasons this year.

### **Save the date**

Christmas is the busiest time of the year for many people when it comes to social events and diaries fill up fast. Ensure no-one in the team is forced to miss out on the fun and get a date pencilled in as early as possible.

### **Find out the budget**

The size of budget will ultimately have a huge impact on the type of Christmas party you organise.

You could join a pre-arranged Christmas party sharing the festivities with other party goers or you could hire your own private space and work with the event management team to a theme that suits your business. Some party packages are even offered on an all-inclusive basis which also helps manage those budgets!

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## **Pick the perfect place**

Good venues with the right reputation for their party nights and event space go quickly so the earlier you book the better! If you are planning your own party, ensure there is an event management team in place to work with you every step of the way. They have their finger on the pulse and access to the best and most trusted suppliers around so put their little black book of contacts to the test!

## **Festive Food and Exciting Entertainment**

Food is a key part of any party so choose a venue with the right reputation for not only quality of service but quality of food too. Entertainment can make or break a party atmosphere so speak to the venues and check in advance that the entertainment will suit your party guests. A good venue will have a reputable host and entertainment that keeps your guests entertained into the small hours and not just rely on a DJ.

## **To stay or not to stay?**

A thoughtful boss will also look into the options for accommodation, or at least be an accessible venue for those that need to get home. Again, venues with rooms get booked quickly, or accommodation near key venues, so if this matters to you and your business start considering your party plans now so your guests can choose whether they want to stay over.