

Company Holiday Party Planning Checklist

djillusion.com/guides/printable-holiday-party-planning-checklist - Updated October 2026

COMPANY

PARTY DATE

VENUE NAME

PLANNER

HEADCOUNT

BUDGET CEILING

10 to 12 weeks out

OWNER

- ☐ Budget ceiling approved by finance, with 10 to 15 percent contingency held inside it
- ☐ Two or three candidate dates checked against the company calendar, fiscal close, and a multi-faith calendar
- ☐ Venue toured before signing: fits the headcount, existing A/V, stairs or freight elevator, music allowed late
- ☐ Venue reserved and written confirmation received
 - ☐ Venue liquor status confirmed: licensed venue, licensed caterer, or banquet permit needed
- ☐ Caterer booked for the same date
- ☐ W-9, certificate of insurance, and signed contract collected from each vendor as it books
- ☐ Party name chosen: holiday or end-of-year celebration

8 to 10 weeks out

- ☐ DJ and entertainment booked by mid-October
- ☐ Save-the-date sent, plus-one and family policy included
- ☐ Service style chosen: seated, stations, or cocktail
- ☐ Bar format chosen: hosted, drink tickets, or beer and wine
- ☐ Banquet permit ordered at lcb.wa.gov, if needed
- ☐ Photo booth booked, if wanted
- ☐ Rentals ordered for anything the venue does not carry
- ☐ Venue's in-house AV policy, sound curfew, and vendor in and out times confirmed in writing
- ☐ Bar menu includes a named non-alcoholic option; gift exchange set as opt-in
- ☐ Remote plan set: stipend, livestream, or both; contractor question decided with HR

3 to 4 weeks out

- ☐ Invitations sent: RSVP asks dietary and access needs, plus-ones; singing is opt-in
- ☐ Run of show drafted: program first, karaoke last
- ☐ Purchase orders issued against signed contracts

- ☐ Awards, raffle prizes, and gifts ordered inside the cap
- ☐ Rideshare code or shuttle booked

2 weeks out

- ☐ Final headcount and dietary totals sent to the caterer
- ☐ Load-in door, power circuits, and AV handoff confirmed in writing
- ☐ Photo booth and karaoke positions marked on the floor plan
- ☐ Vendor contact named; do-not-sing list sent to the MC
- ☐ Accessibility route confirmed: step-free path, seating away from speakers, quiet space

Final week

- ☐ Final layout confirmed with the venue, caterer, and DJ
- ☐ Vendor arrival times confirmed in writing
- ☐ Run of show printed and sent to the DJ, caterer, venue, AV, and speakers
- ☐ Speaker list and microphone order confirmed with the DJ
- ☐ Sober host named for the night

Day of

- ☐ Vendor load-in 1 to 3 hours before doors
- ☐ Walkthrough with the DJ and microphone check with each speaker
- ☐ Dishes labeled at every station or buffet
- ☐ Photo booth and bar last call announced 30 minutes before the last song
- ☐ Teardown and lockup owners confirmed

Week after

- ☐ Invoices paid on the purchase order terms
- ☐ Feedback survey sent the next business day
- ☐ Photo booth gallery and photos shared
- ☐ One-page recap written: headcount, cost per line, vendors, what broke