



# Planning the Festive Party

## Time to Enjoy and Relax

August 2017

BISHOPSWOOD GOLF COURSE

All the fun of the party without the stress of the planning

Whether we want to face it or not, Christmas is just around the corner and now is the ideal time to start thinking about your office or company party. Here's a few tips on planning the perfect party to remember:



### What's your Budget?

The size of your budget will have an impact on the type of event planned and the choice of venue. To ensure that your planned event is realistic find out how much per person you have to spend. Does your company contribute or will you be collecting money from individuals to cover the costs?

### Set the Date

The day of the week is as important as the date itself, so it's a decision that needs making as soon as possible. December is a busy month for social calendars and they can fill up fast. Weekday nights are often cheaper, but Friday or Saturday nights are popular if there is no work the next day. As soon as you make a decision, send out a 'save the date' email to ensure a good turnout.

### What are you Planning?

The choice can be endless when you look at the type of event to plan. Factors to consider are location, budget, the number of potential guests (employees and partners?), daytime or evening event, and whether you're looking for a bespoke or pre-organised packaged event. The latter will depend on how much time you have to plan and organise an event from scratch, whether there will be enough people to take over an entire venue or whether buying into a packaged party night offers you better use of resources and time.



### Find the Venue

The earlier you book your venue the better, good venues go quickly. Identify venues that are available for your date, within budget and the right location for guests to get to. Organise a site visit and check that they have all the required resources to carry out your planned event. For example - furniture, entertainment equipment, decorations and staff. Also, check if your

venue organises the clean-up afterwards. Can they be flexible with regards to the number of guests? Is the quote negotiable and check whether there are any hidden charges.



### Food and Drink

Food is a key part of any successful Christmas party. So whether you go for a buffet or a sit down meal, ensure that the quality is good as it can make or break your event. Don't forget to plan for vegetarians and any special dietary requirements. Getting the balance right for drinks is important too. Are drinks included in the price or an optional extra? Decide whether you need to pre-order drinks or pay for what is consumed on the night. Alternatively just let your guests pay for what they have. You can choose arrival drinks and/or put wine on the tables to accompany the meal/food or give vouchers to guests for a set number of drinks. This will give you more control of your budget. Alternatively, have an open bar if cost isn't an issue.



# Planning the Christmas Party

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### Music and Entertainment

Dancing at the Christmas party is usually on the must-have list. Decide whether you want a live band or a DJ. Do you need additional entertainment as well? Perhaps you'd prefer a live performer – a comedian, magician – or maybe something along the lines of casino tables or karaoke? Whatever you choose, make sure it fits with your event and your audience.



### And Finally...

There are a couple of other factors to consider. Transportation to and from your chosen venue - is it needed? Is there plenty of on-site parking? Gather local taxi numbers and details of public transport. Speeches and awards – are they required or not necessary? The Christmas party is a good time to say thank you to members of your staff. Visualise the event, run it through in your head to ensure that nothing has been left out. Form an itinerary of what will happen and then, give a copy to your suppliers and to the venue. Once all the details are in place send out invitations with a deadline

for RSVP-ing, be prepared to chase late responses and finally, create a table plan.

This list will help you plan a successful Festive party and give you the confidence that everything is in place. Alternatively, why not eliminate all the stress of the planning and enjoy all the fun of the event by booking a pre-organised event..



At Bishopswood we run join-in party nights during December. You can take seats at a shared table, take the whole table(s) or take over the whole night if your numbers are between 80 and 100. The menu and entertainment are in place along with decorations, we have plenty of free parking and trusted, local taxi firms to take you home after a memorable event. Our professional and friendly staff, overseen by our dedicated Event Coordinator, will ensure that all the fine details of your event run smoothly.



We can also help you plan a bespoke event. Our experienced team will meticulously organise all of the fine details to make your Christmas party special – including food, music, entertainment and drinks packages.

For more information call us on 0118 940 8600.

