

Planning your Christmas Party



Christmas is fast approaching and businesses are back and getting into the swing of organising their office parties. A great Christmas party lives long in the memories of colleagues, often discussing events that happened years into the future... The stress of organising the perfect party can be a lot, but here are a few tips to get you started:

1 – Select a Date and Time

This might feel like an obvious one, but getting the right date booked in can be a long and arduous task. If you work in a large organisation, it can be difficult to find a specific date that everyone can do. Think about the nature of your business and the people who work for you and pick a date that will best suit the majority of them, while allowing yourself to be flexible.

Choosing a date earlier in December will give you more choice, as venues get booked up quite far in advance, some as early as July. Checking in with your preferred venues about their availability in advance of advertising dates to colleagues will avoid disappointment and needing to re-organise.

2 – Research Venues

Location can make or break events. When researching, consider the numbers of guests that will be attending and look at places that will fit that number. Pick somewhere too large and it will lose all atmosphere. Pick somewhere too small and guests will feel claustrophobic. When researching, ensure you keep your colleagues in mind – is there transport to and from the venue or will they need to arrange it, is the venue in a safe location?

The more popular venues will sell out their key dates in advance, so make sure you get in early to avoid any disappointment.

Other points to consider when researching events are:

- Does the venue have a sound system or a DJ?
- Is there a dancefloor?
- Will the venue be exclusively for you?
- Is there any outside space that can also be utilised?

- Does the venue have a hire fee or a minimum spend?
- Will there be a dedicated events manager?
- Does the venue have capacity for guests to stay over should they wish to?
- Does the venue have the facilities your guests may need?

3 - Decide on your theme

An exciting theme is a great way to generate interest for your event. Colleagues will often get dressed up in their finest for the event, but why not throw a theme into the mix? Themes can range from black tie to 1920's style parties with everything in between. Why not add a twist to give the event an extra talking point that will stay in colleagues' minds for years to come.

4 – Food and Decoration

If you are having a party that requires food, whether it is a sit down 3 course meal, a buffet or canapes, knowing your exact numbers will help with spend per head. The most affordable way to organise an event is to find a company that provides everything, including food and decorations.

5 – Entertainment

Once you've booked a venue and food & drink options, all eyes turn to the entertainment. This could include a DJ or a band, a dance floor, a photobooth or, if you want to stand out and be a bit different, a comedian or a magician. Seasoned will liaise between yourselves and the venue to ensure the entertainment package you require can happen and even throw in some suggestions of its own.

All that remains is for yourselves and your colleagues to let your hair down and enjoy the evening. After a long, hard year, you deserve it.

Contact us

[Get in touch](#) with us to learn more about Gunnersbury venue hire for Christmas and what we offer for this festive season.