

WORK HOLIDAY PARTY PLANNING CHECKLIST

A week-by-week plan for your in-office holiday party, with space to track headcount, food, dietary needs, budget, and the day-of plan. Fill it in on screen or print it for your planning group.

PARTY DETAILS

PARTY DATE	START TIME	END TIME
LOCATION (ROOM, FLOOR, OR VENUE)	ESTIMATED HEADCOUNT	
TOTAL BUDGET	PER-PERSON BUDGET	BUDGET APPROVED BY
PLANNING GROUP (NAMES)		
FORMAT	☐ Lunch ☐ Afternoon mixer ☐ After-hours event ☐ Other	

PLANNING TIMELINE

Check off each task as you go and add an owner so everyone knows who is handling what. Starting later? Compress the early phases and move quickly on the food.

8 to 10 Weeks Out: Set the Plan

Agree on the basics so nobody revisits them in December.

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|---|----------------------------|
| ☐ Pull together a small planning group (two or three people) | OWNER <input type="text"/> |
| ☐ Confirm date, start time, and end time with leadership | OWNER <input type="text"/> |
| ☐ Set the total budget and per-person target | OWNER <input type="text"/> |
| ☐ Decide on format: lunch, afternoon mixer, or after-hours | OWNER <input type="text"/> |
| ☐ Poll the team on dates or food preferences (optional) | OWNER <input type="text"/> |

4 to 6 Weeks Out: Lock In Food and Invitations

Turn the plan into something people can put on their calendars.

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|---|-------|----------------------|
| ☐ Send invitations with an RSVP that asks about dietary restrictions and allergies | OWNER | <input type="text"/> |
| ☐ Shortlist two or three restaurants or caterers that fit your budget and headcount | OWNER | <input type="text"/> |
| ☐ Choose food format: shared trays, individually boxed meals, or a mix | OWNER | <input type="text"/> |
| ☐ Plan drinks, desserts, plates, napkins, and anything the food order will not cover | OWNER | <input type="text"/> |

2 Weeks Out: Confirm Headcount and Place Your Order

Get to a final number and a confirmed food order.

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| ☐ Close RSVPs and send one reminder to anyone who has not answered | OWNER | <input type="text"/> |
| ☐ Finalize headcount and add a small buffer for late RSVPs | OWNER | <input type="text"/> |
| ☐ Place or schedule the food order, including delivery time and drop-off details | OWNER | <input type="text"/> |
| ☐ Match the dietary list against the menu and fill any gaps | OWNER | <input type="text"/> |

The Week Of and the Day Of

Assign the small details so nothing falls through.

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| ☐ Send a final reminder with time, location, and anything people should bring | OWNER | <input type="text"/> |
| ☐ Confirm the delivery window and exact drop-off spot | OWNER | <input type="text"/> |
| ☐ Pick one person to receive the delivery and watch order tracking | OWNER | <input type="text"/> |
| ☐ Set up serving area: tables, utensils, dietary labels, trash and recycling | OWNER | <input type="text"/> |

After the Party

Close things out so next year is faster.

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| ☐ Store or toss leftovers safely (perishables out no more than two hours) | OWNER | <input type="text"/> |
| ☐ Send a thank-you to the team and anyone who helped plan | OWNER | <input type="text"/> |
| ☐ Collect quick feedback on what worked and what to change | OWNER | <input type="text"/> |
| ☐ Save notes, vendor details, and final headcount for next year | OWNER | <input type="text"/> |

HEADCOUNT AND FOOD

Order from confirmed RSVPs, not the invite list. Smaller teams (up to about 15 people in the same office) usually work well with a group order; larger groups are easier to feed with catering.

INVITED	CONFIRMED RSVPS	BUFFER (+)	FINAL HEADCOUNT

ORDERING METHOD ☐ Group order ☐ Corporate Catering ☐ Not sure yet

FOOD FORMAT ☐ Shared trays ☐ Individually boxed ☐ Mix of both

RESTAURANT OR CATERER (FIRST CHOICE)	BACKUP OPTION

ORDER PLACED ON	DELIVERY DATE	DELIVERY TIME WINDOW

DROP-OFF SPOT (FRONT DESK, DOCK, FLOOR)	PERSON RECEIVING THE DELIVERY

MENU NOTES (MAINS, SIDES, DESSERTS, DRINKS)

DIETARY NEEDS TRACKER

Collect needs at RSVP. Make sure every guest with a restriction has a full meal, and label each dish on the table.

RESTRICTION OR ALLERGY	# OF GUESTS	HOW IT IS COVERED (DISH OR ITEM)	LABELED
Vegetarian			☐
Vegan			☐
Gluten-free			☐
Nut allergy			☐
Dairy-free			☐
Halal / Kosher			☐
			☐
			☐
			☐

BUDGET TRACKER

ITEM	ESTIMATED	ACTUAL	NOTES
Food (catering or group order)			
Drinks			
Desserts			
Plates, napkins, utensils			
Decorations			
Activities or extras			
Gifts or thank-yous			
Other			
TOTAL			

PER-PERSON COST (TOTAL / FINAL HEADCOUNT)

REMAINING BUDGET

DAY-OF RUN SHEET

Fill in times and owners. Edit the suggested tasks to match your party.

TIME	TASK	OWNER	DONE
	Set up tables, signage, and serving area		☐
	Confirm delivery is on the way (check order tracking)		☐
	Receive food delivery at drop-off spot		☐
	Set out food, utensils, and dietary labels		☐
	Party starts		☐
	Refresh platters; swap rather than top up		☐
	Remove perishables after two hours		☐
	Party ends; pack leftovers		☐
	Clean up serving area, trash, and recycling		☐
	Send thank-you message		☐