

# HOW TO . . . Plan A Company Party



## Preplanning Thoughts

1. How many people will attend?
2. Will spouses and/or family members be invited?
3. Will customers be in attendance?
4. How many people are you planning for?
5. Will invitations need to be printed and mailed?
6. What time of day?
7. What day of the week?
8. How long will your party be scheduled for?
9. Will food be served all at once or over a period of time? Sit down or Buffet?
10. Formal or casual placesettings?
11. What type of beverages will be served?
12. If alcohol - Open bar or cash bar? For how long?
13. What type of activities will be planned with the event?
14. Will your theme require entertainers to be hired?
15. Does your menu allow for casual dress?
16. Will the party be on your property or will you select an outdoor party site?
17. Will you need a seating chart?
18. Who will supply the decorations to complete the party theme?

# Types of Parties

- Employee Open house
- Customer Appreciation Days
- Grand Opening
- Annual Picnic
- Pigroast
- Retirement Dinner
- Fund Raiser
- Theme Party
- Awards Reception
- Pancake Breakfast
- Chicken BBQ
- Employee Weddings

## Party Planning Professionals

Rental stores have experienced party Planning or Event Specialists. These rental professionals are available to fill your specific needs. They will aid in menu selection, the number of tables and chairs needed, the size and style of tent, china selections, linens and or disposables, and the specific cooking equipment required for the party theme selected - indoors or out.

## Enjoy Your Own Party

Let the party professionals do all the work so you can sit back and enjoy the festivities. If you require additional assistance, they can also recommend special caterers, floral shops, costume designers and theme props to complete the package.