

# HOW TO PLAN A SUCCESSFUL

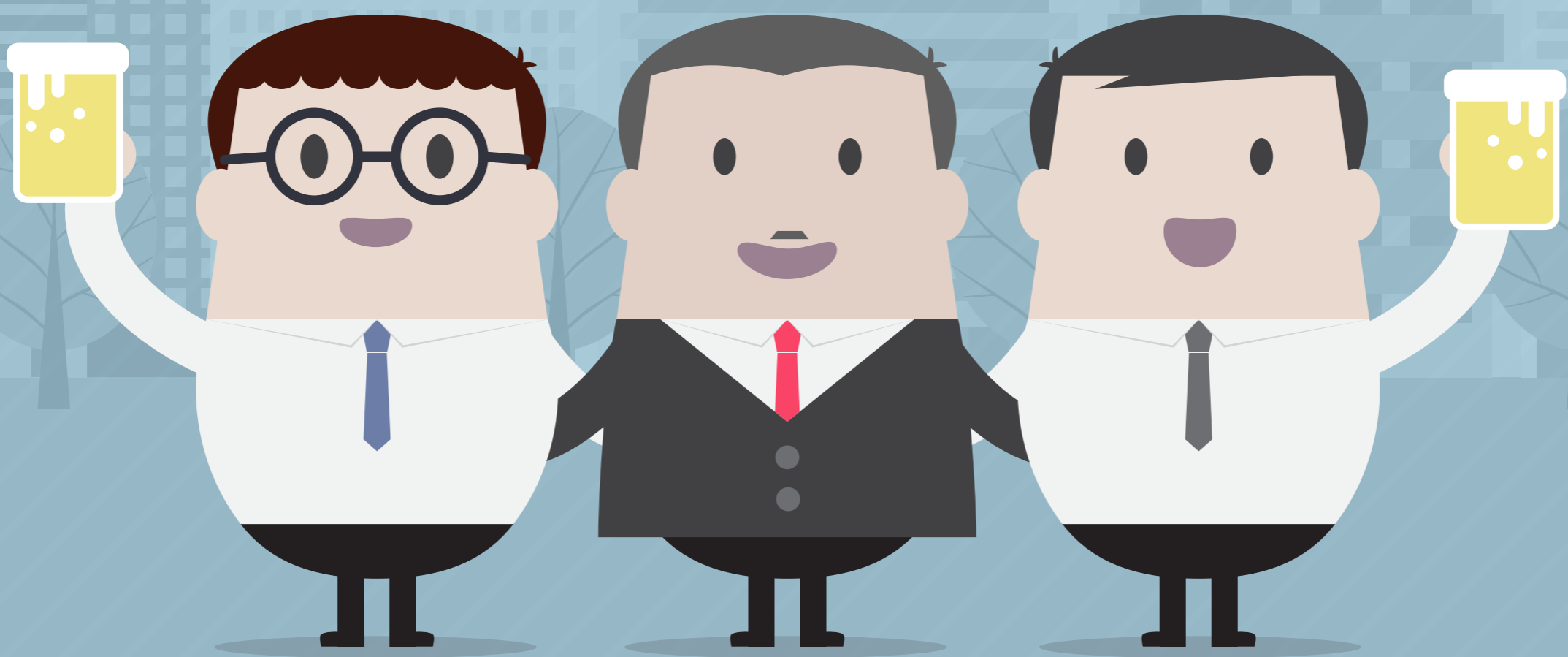
# PARTY



Good for Morale?

**67%**

Employees believed that a party can have an improvement on morale in the workplace.



## 1. Budget

How much can you spend?



## 2. Plan

Start planning 6-8 weeks in advance. Get organised, create a schedule. Get help, assign roles to staff.

**53%**

Have more fun with their partner present.



## 3. Guest List

How many people are attending?



## 4. Dress Code

Theme-base, formal or casual.



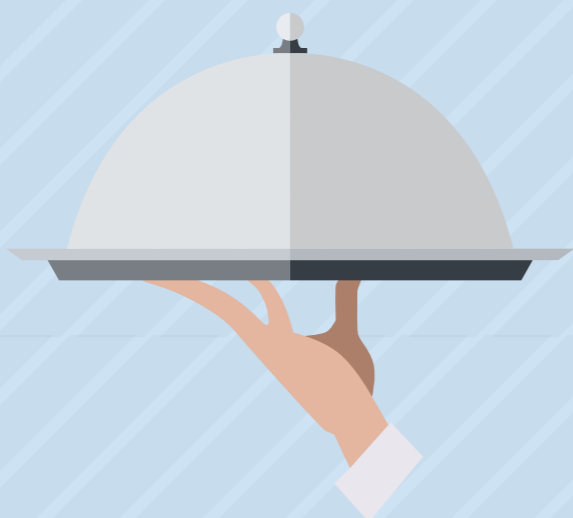
## 5. Venue

Match size of venue to number of guests.



## 6. Drinks

Open bar, limited free drinks or BYO.



## 7. Food

Formal, buffet or canapés



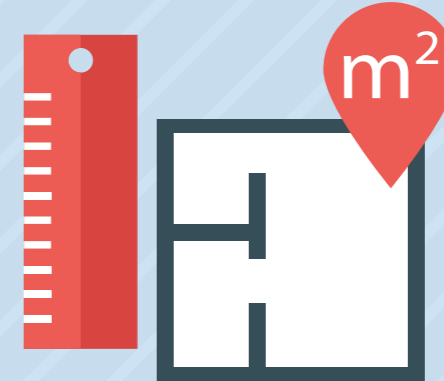
## 8. Entertainment

More people will remember and enjoy the event if the entertainer is funny. Contact Dizzy NOW!



## 10. Invitations

Spread the word. Invitations will build excitement for the party.



## 10. Venue Layout

Position seating for best view of the stage. Easy access to drinks and food. Design decorations.



## 11. Music

DJ, Band or Spotify playlist.



## 12. Transport

Ensure guest get home safely. Organise dry drivers. Call UberEvents.