

HOW TO PLAN A SUCCESSFUL

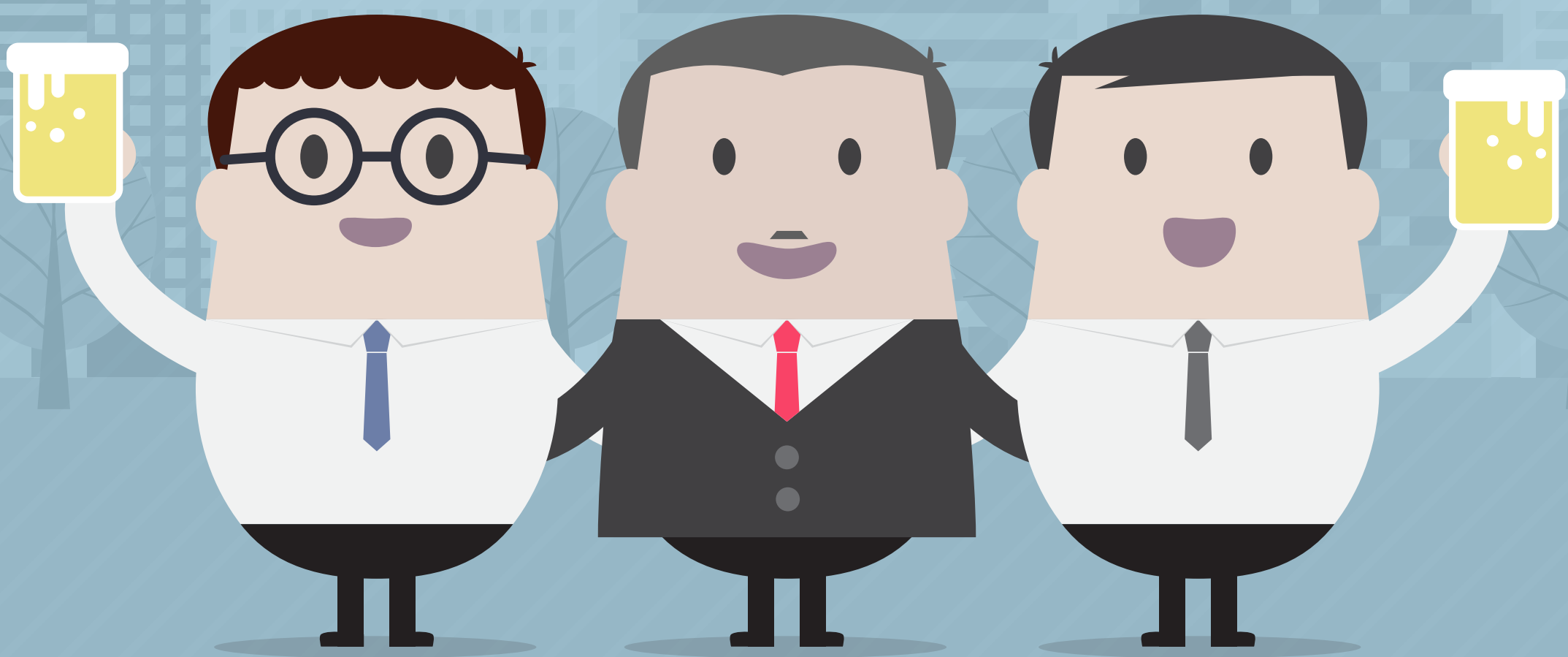
PARTY



Good for Morale?

67%

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



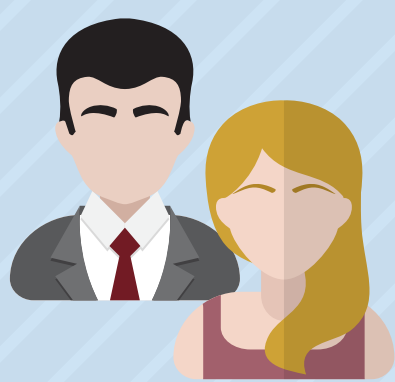
1. Budget

How much can you spend?

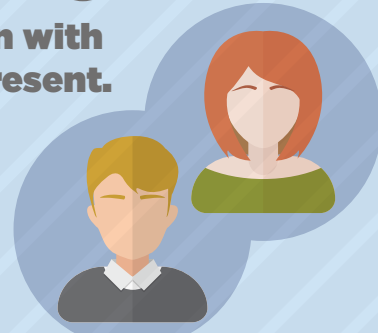


2. Plan

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.



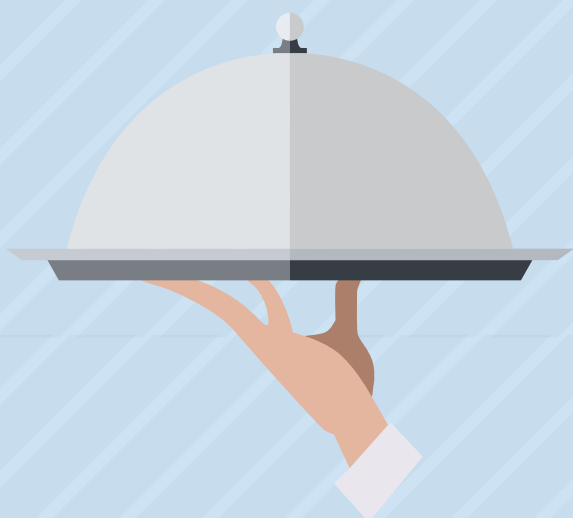
5. Venue

Match size of venue to number of guests.



6. Drinks

Open bar, limited free drinks or BYO.



7. Food

Formal, buffet or canapés



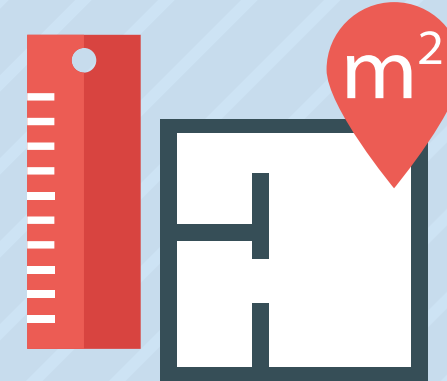
8. Entertainment

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.