BOARDWALK CATERING SYDNEY

# PLANNING CHECKLIST

*for the office Christmas party*

- _____ determine the budget
- _____ choose the right date, time, and invitations
- _____ find & book a party caterer
- _____ find & book venue
- _____ find & book photographer
- _____ evaluate equipment & setup
- _____ plan engaging activities
- _____ decide on the menu
- _____ inform guests about costume requirements
- _____ follow up with all involved
- _____ finaise preparations

*priorities & other notes:*