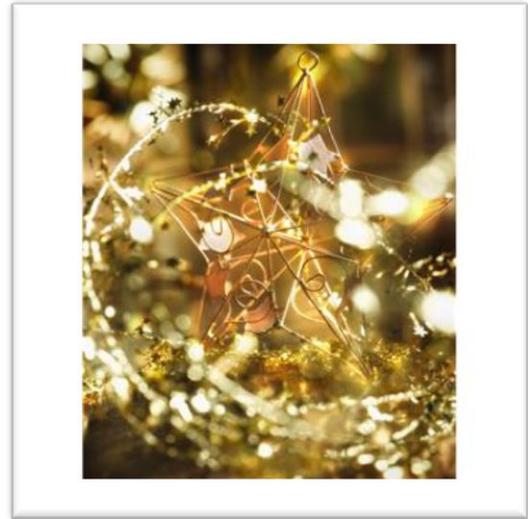


Why Hold an Office Holiday Party?

- Reward your employees for a year of hard work: take time to give a “State of the Company” address, talk about your vision for the upcoming year, and remind staffers of their important role in the larger mission of the organization.
- Foster a closer relationship within your team by utilizing teambuilding activities as part of the festivities.
- For one day, bring the executives down to the employee level to hobnob—it can be a rewarding and inspiring experience for those with higher career ambitions.
- Remember that not everyone in the community is equally blessed. Find some way to give back, whether it’s a volunteer project, adopting a family, or collecting toys for kids.

Things to Consider:

- Whether or not to serve alcohol. Consider liability, time and location of the function, and appropriateness to the nature of your business. There is certainly a middle ground here if you are uncomfortable with this idea—offer one champagne cocktail to folks as they arrive, but leave it at that. This also cuts down on the inappropriate antics that can discolor an otherwise festive function.
- Whether or not to include spouses. Doing so will of course raise the overall cost of the event, but if you are hosting the party outside of normal work hours, it will be expected.
- Whether or not to include children. Bringing the entire family together for a holiday party is a big way to say thank you and acknowledge your employees input to your business—not for the work the employee does, but also for the time they are spending away from their families day in and day out to make your business successful.



Employees may not want to take time out of their busy personal schedule at the holiday season, get a baby sitter, and dress up in a festive outfit just to go back to the office and hang out with the people they see every day. Rather than planning an evening function, go out to lunch. If you have a smaller company with less than 15 employees, you can get a reservation at a local restaurant. You might even consider arranging with them to provide a limited menu at a set price—thus eliminating your concerns about the unknown cost of the event, as well as helping the restaurant serve the group in a timelier manner. Consider looking for a facility with a semi-private room so you can play a game or exchange Secret Santa gifts before the food arrives.

If your company employs more folks, or if you are planning to include spouses and/or children, you will need to consider an outside venue. Look at country clubs, conference centers, and private event spaces. Shop early! There are a limited number of Fridays and Saturdays in December, so the desirable locations and dates will go fast. Consider the size of the location, parking, and whether they will have other events going on at the same time. Investigate their catering policies. Do they have their own catering operation, or can you work with a local restaurant or catering company to provide the food? What are the alcohol regulations, if you choose to offer it? Will they be decorated for the holidays, or do you need to provide your own décor? Can you create your own entertainment, or will you need to hire someone?