

10 Top Tips for Christmas Event Planning

Here is our Christmas Present to you; our top tips to plan the perfect Christmas Party.



Tip 1 - Theme

How are you going to make your event stand out? How about giving your event a theme with dress code? Dress your venue to suit and bring in entertainment to match. Popular themes are Casino, Western or you could make it compulsory to wear a Christmas jumper!



Tip 2 - Date

Get the date agreed early. This will help guests save the date and ensure availability when booking venues, caterers, bars and entertainment, etc. Remember, you aren't the only ones booking for Christmas.



Tip 3 - Budget

How much have you got to spend? You can create a simple spreadsheet to help keep track of expenditure and keep you within budget. Don't forget to keep a contingency fund just in case of unexpected costs.



Tip 4 - Venue

Next, get your venue booked. Hunt around for a venue which suits your guests requirements - consider: size, location (including links to public transport), the size of the car park, how much you can/need to decorate the venue to suit your theme and access for suppliers.



For more tips and advice, follow us on Facebook or Twitter, drop us an email via info@leisureking.biz or call us on 01322 479909.



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Tip 5 - Schedule

Draw up an itinerary. We often see clients booking our equipment for the duration of the whole event but only use it for a few hours. By detailing the order of events, you could save yourself unnecessary spend. We can even set-up and leave the equipment idle until you are ready to use it!



Tip 6 - Food

Food is a big aspect. Decide whether you will use the venue caterers, look externally or even cater yourself. For pudding, choose popular treats such as a Ferrero Rocher Tower, Chocolate Fountain or try our Christmas menu Pick and Mix stand.



Tip 7 - Entertainment

Let us entertain you! If you have chosen a theme, entertainment will be easier to identify. Why not have a look at our Christmas Party page for activity ideas. We offer Christmassy items such as Rodeo Reindeer, Photo Booths and Santa Sumo Suits.



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Tip 8 - Suppliers

Always double check your supplier booking forms. Whatever it is for, make sure all the details are correct when you receive the information. This will only take a few minutes and could save you from a last minute panic!



Tip 9 - Clear Up

Decide who's going to stay sober to clear up after the party. Some smaller venues ask for clear up to be straight after the event so the room can be used again the next day. You should designate a team to help clear up afterwards so there are no arguments on the night.



Tip 10 - Have Fun

Have Fun! Remember it's Christmas and if you book our services everything will run smoothly!



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