

Tips for a Successful Company Party

- Create a committee with fun people who like to party. Some ideas of responsibility include food, entertainment, location, finance, decorations/cleanup, and company communications.
- A theme party adds to the fun. Examples are 50's-60's, Disco, Country/Western, Hollywood, Beach, Olympics, and Casino. Let your guests know about wearing costumes, and a possible prize for the best costume.
- Consider the demographics of your invited guests when you are to hire entertainment. Will there just be employees or are spouses invited? Mostly women or men? Young or old? Will the "Big Bosses" be there and do they like to party? Will there be children? Does your group consist of different ethnic groups? The answers will help you to decide which kind of entertainment to get. For example, clowns, magicians, face painters, and jugglers are great for children. Card Readers, caricature artists, and dance instructors are good additions to an adult party.
- Giving away prizes can be counterproductive if it is not handled properly. If you are going to be calling ticket numbers, do it once an hour to avoid stopping and starting the party. Two people will be needed, along with a pad of paper, scotch tape, and a table. Call the numbers twice, have one person then write the item and ticket number on a piece of paper, tape that paper to the item, and place it on the table, then move on to the next item. This avoids waiting for someone to come forward with the ticket. Another way to give away prizes is to have your entertainer ask a trivia or "company-related question or have guests "name that tune." The first correct answer is the winner!
- Food is important to your party. Avoid messy food like wings and ribs, and have a variety of items like a cheese/fruit/vegetable station, shrimp/crab/oyster station, carving station, and a pasta station.
- Next to entertainment, beverages are second in importance to the life of the party! These can range from coffee, tea, milk, juice, water, and soft drinks, to beer, wine, and mixed drinks. Keep a variety of beverages available throughout the party. Having a coffee station available for the final hour of your event is a great idea.
- Surveys have shown that guests will soon forget what they ate and drank at a party, but remember if they danced and had a great time. Try to decide if you would like: Dancing? Singing? Audience participation? Is it just socializing and networking? Would you like team building activities? Will there be speeches? Awards? Door prizes? Communicate to your entertainer what you would like, and try to give them as much information about these activities as soon as possible. Your party will "flow" better, and you'll have more time to relax and have fun!
- Consider hiring a photographer to take candid pictures. These can be used in the company newsletter, pinned on the company bulletin board, or used for a promotional kick-off meeting. Showing employees having fun together boosts morale!
- It will be a good idea to have your committee meet after your event to discuss the results of their efforts. What went well? What went wrong? What has been the response of the guests? Did you accomplish your goals? File these ideas away until next year's party. There may be a new committee next year.

Hope These Have Helped! Good Luck!