DARE

FREE TOOL · AGENCE DARE-DARE

Planning Your Company Party: The Checklist

A 58-point checklist in 12 steps, from the goal of the evening to the morning after: guest numbers, date, venue, running order, food and alcohol-free options, dietary needs, accessibility, technical, invitations, the day itself. Free, as a PDF, to tick off with your team.

A party for your employees is won well before the day itself. These are the 58 points we check every time, in the order they come up: tick them off, share them with your team, adapt them to your evening.

---

1. Goal and audience

- [ ] Write in one sentence what the evening must achieve: thank people, bring them together, celebrate the year or get everyone on board for the next one.
- [ ] Choose the one message employees should take home, and put it in writing.
- [ ] Sketch your guests: sites, teams, ages, seniority, remote workers, new joiners.
- [ ] Decide whether partners or outside guests are invited.
- [ ] Appoint a single decision-maker on the company side, who approves and arbitrates.

---

2. Guest numbers

- [ ] Start from the actual employee list, site by site, not a rough figure.
- [ ] Estimate the expected attendance rate and allow a margin for last-minute dropouts.
- [ ] Plan for late additions and replacements.
- [ ] Set a firm maximum headcount and give it to the venue and the caterer.

---

3. Date

- [ ] Check company constraints: year-end closing, offsites, school holidays, long weekends, busy periods.
- [ ] Check public holidays, religious holidays and announced strikes.
- [ ] Pick a day and time everyone can manage: a weeknight, a Thursday, or a slot within working hours.
- [ ] Have a fallback date before signing the venue.

---

4. Venue

- [ ] List the must-haves: capacity, access, atmosphere, kitchen, storage, opening hours.
- [ ] Visit the venue at the time of day of the event, ideally with several people.
- [ ] Check the permitted finishing time, the neighbours and any noise restrictions.
- [ ] Ask for the insurance certificate, the safety file and the maximum capacity.
- [ ] Locate delivery access, set-up possibilities and breakdown hours.
- [ ] If there is an outdoor area, plan for weather: shelter, heating, a fallback space.

5. Running order

- [ ] Write the running order: welcome, dinner, speeches, highlight, dance floor.
- [ ] Set the length of each part and leave buffers between them.
- [ ] Choose the highlight, the moment teams will still talk about the next day.
- [ ] Keep speeches short, written in advance, with a set speaking order.
- [ ] Plan a keepsake for the teams: group photo, booklet, something to take home.
- [ ] Set the time of the last song, the journeys home and the venue closing.

6. Food and alcohol-free options

- [ ] Choose the meal format that fits the running order: seated dinner, buffet, cocktail dinner.
- [ ] Taste or approve the menu before locking it.
- [ ] Offer an alcohol-free menu as carefully made as the other: alcohol-free cocktails, pressed juices, hot drinks.
- [ ] Offer alcohol-free drinks from the welcome, visibly, not only on request.
- [ ] Serve water throughout, freely available.
- [ ] Alcohol is never the star of the evening. Reminder to display (French law): L'abus d'alcool est dangereux pour la santé, à consommer avec modération (excessive drinking is harmful to health, drink in moderation).

7. Dietary needs and allergies

- [ ] Collect dietary needs and allergies at registration: vegetarian, vegan, halal, kosher, gluten-free, allergies.
- [ ] Send the named list to the caterer, with severe allergies flagged separately.
- [ ] Make special dishes identifiable on the night (labelling, dedicated service) so no guest feels singled out.

8. Accessibility for guests with reduced mobility

- [ ] Ask guests at registration whether they have any access needs.
- [ ] Check the whole route: entrance, lift, toilets, dance floor, dining area.
- [ ] Provide seating, a quiet area and an accessible cloakroom.
- [ ] Share access information in advance (parking, nearest public transport) and a contact for any question.

9. Technical

- [ ] List the needs: sound, microphones, lighting, screen, stage, music, wifi.
- [ ] Have the venue's technical constraints confirmed by the supplier before signing.
- [ ] Schedule a full technical run-through before guests arrive.
- [ ] Prepare projected material (speeches, videos, photos) early, on two separate media.
- [ ] Arrange backup power if the venue is unconventional.

10. Invitations

- [ ] Send a first save-the-date, well before the full invitation.
- [ ] Write the invitation: date, time, venue, directions, dress code, duration, contact.
- [ ] Open registration with a clear deadline, collecting dietary and access needs.
- [ ] Chase non-responders and send a practical reminder a few days before.

11. The day itself

- [ ] Give everyone the minute-by-minute run sheet: organisers, venue, suppliers.
- [ ] Prepare the welcome: up-to-date guest list, badges or signage, cloakroom.
- [ ] Name one person on site, reachable by every supplier.
- [ ] Hold a check-in with suppliers on arrival, then another mid-evening.
- [ ] Keep emergency contacts, a first-aid kit and the venue plan within reach.
- [ ] Organise the journeys home: taxis, night transport, last departures communicated.

12. Afterwards

- [ ] Thank the teams the next day, with a photo or a sincere note.
- [ ] Share the photos with all employees within the week.
- [ ] Collect guest feedback with a short questionnaire.
- [ ] Settle suppliers, check invoices and the condition of the venue.
- [ ] Debrief: what worked, what was missing, what to improve next time.

Want a second pair of eyes on your party? Tell us about your project at agence-dare-dare.fr. We reply within 24 hours.

An event in mind?

Write to us: contact@agence-dare-dare.fr · +33 6 81 96 93 62 · agence-dare-dare.fr. Reply within 24 hours.

L'abus d'alcool est dangereux pour la santé, à consommer avec modération.