11/19/15

Checklist – staff holiday party

\_\_ Reserve site and sign contract (Terri)

\_\_ Draft save-the-date email (Renée N)

\_\_ Send save-the-date email (Terri)

\_\_ Menu selection

\_\_ Coordinate menu committee for appetizer and entrée selections (Susan)

\_\_ Selections to Terri (Susan)

\_\_ Wine selection (Mike G)

\_\_ Draft music recommendations to Terri (Renée N)

\_\_ Draft invitation to Terri (Renée N)

\_\_ Print invitations in-house and distribute 3 weeks before party (Renée N)

\_\_ Collect replies (deadline 9 days before party) (Susan)

\_\_ Attendance and entrée counts to Terri (Susan)

\_\_ Relay guarantee to venue 7 days before party (Terri)

\_\_ Relay musician needs to venue (chair, electrical outlet, spacing) (Terri)

\_\_ Create placards; color-code bows for entrée selections (Susan)

\_\_ List of replies to Terri (Susan)

\_\_ Email to Bradley staff re office closing early (send day before the party) (Terri)

Party day:

\_\_ Email to directors re office closing early (Terri)

\_\_ Bring musician’s check to party (Renée N)

\_\_ Reminder to Mike to bring his Bartolotta and credit cards (Terri)

\_\_ Bring placards with bows (Susan)

\_\_ Check room (Susan)

 \_\_ Confirm coat check

 \_\_ Parking stamp or vouchers; reconfirm procedure

 \_\_ Welcome table (skirted) for placards and gifts near entrance

 \_\_ Introduce yourself to wait staff

 \_\_ Check tables set for number guaranteed

 \_\_ Two chairs and access to electrical outlet for musicians