



10 Questions to Ask Yourself *Before* Planning Your Company Holiday Party

1. What compliments did we get on last year's party?
2. What was missing from last year's party?
3. What are my priorities?
4. How do I want my guests to feel when they arrive at the party?
5. What do I want my guests to be doing during the event?
6. How do I want my guests to feel when they leave the party?
7. What am I worried about?
8. How will I know if the party is a success?
9. How will my guests determine if the event was successful?
10. What do I want people to thank me for?