PLANNING GUIDE

YEAR-END FUNCTION ENTERTAINMENT CHECKLIST

12 steps to a well-organised, memorable year-end function

Work through this checklist to keep your year-end function on schedule and within budget. Tick each item once it has been confirmed.

- [ ] **01 Confirm the event date and venue**

  Year-end dates book up quickly, especially Thursdays and Fridays in November and December. Secure the venue 6 to 8 weeks ahead, then check entertainment availability for that date.

- [ ] **02 Set the budget and confirm the guest profile**

  Agree on an amount for hosting, prizes and any equipment hire, plus travel costs if suppliers come from another city. Note the headcount, age range and mix of departments.

- [ ] **03 Select a suitable entertainment format**

  Choose an activity that suits a mixed group, such as a hosted trivia game show or music bingo, and decide how long it should run.

- [ ] **04 Confirm AV and technical requirements**

  Check what the venue provides: projector or large screen, HDMI connection, sound system, microphones and power points. Arrange hire for anything missing.

- [ ] **05 Plan the event running order**

  Draft a run sheet covering arrivals, speeches, meal service, entertainment rounds and prize-giving. Share it with the venue and your suppliers.

- [ ] **06 Brief your entertainment host**

  Give your host the company name, themes or topics to include, subjects to avoid and any guests to acknowledge, so the content suits your group.

- [ ] **07** **Plan team and seating arrangements**

  Teams of 4 to 8 work best. Allocate tables or named teams in advance, and mix departments if the aim is team building.

- [ ] **08** **Decide on prizes**

  Prizes need not be expensive to motivate teams. Decide on winner and runner-up prizes, and who will purchase and present them.

- [ ] **09** **Arrange transport where applicable**

  Remind guests of safe transport home if alcohol is served. If suppliers are travelling from another city, confirm their flights, accommodation and transfers.

- [ ] **10** **Send invitations and event communication**

  Send invitations early with the date, venue, dress code and a note that a live game with prizes is planned. Follow up with a reminder a week before.

- [ ] **11** **Arrange event photographs**

  Ask someone to take photos and short videos on the night. They are useful for internal newsletters, social media and planning next year's function.

- [ ] **12** **Confirm suppliers and booking arrangements**

  Obtain a written quotation, check what is and is not included, and complete each supplier's booking requirements early to secure your date.

Notes

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