



Things to consider when planning a Christmas Party!



The Guest List

First things first, create your guest list! This should be fairly simple as most guests are going to be your employees. Consider whether you're keeping it strictly for your team, or will they receive a plus one invite? Are children invited? Once you have an idea, your guest list is done!

Budget

Determine your budget, including venue hire, food, drinks, entertainment, and decorations. This will help guide you through the planning process.

[Click here to view our packages.](#)

Style and Date

What style are you planning? A long, leisurely lunch, shared dinner feast, cocktail hour or just casual drinks? Are you planning day or night? Night time functions tend to be more formal affairs. Remember venue availability may also impact the style of your holiday soiree, when booking events during night-time or weekends. Keep it mind your team may have a lot of events and commitments leading up to Christmas, why not opt for a mid-week date?

Book your Venue

It's time to book your venue! Factor in the following: venue location and accessibility; size and style of the venue; food and drink offerings; and inclusions. The Full Moon Hotel love a good party, from intimate Holiday dinners of 10 to 120 cocktail style. With two dedicated functions rooms, a relaxed cocktail area and a private neighbourhood bar - the Full Moon Hotel has you covered!

[Click here to view our spaces.](#)

Menu

Your menu depends on whether you've chosen a seated or cocktail-style event. Are you planning roaming platters around the room, a sit down meal, or serve yourself feasting style.

Drinks

Cheers! It's time for the drinks. Ensure there is a variety of drink options including alcoholic and non-alcoholic. Depending on your budget, choose from an bar tab, drink package or cash bar.

Entertainment

Keep them entertained! Check if your venue has in-house music system. Consider activities such as a photo booth, games or Secret Santa.

Create an Itinerary

Create a document for all your important information, including: final numbers, event timeline, menu and drinks; dietary requirements, venue contact details, event set up, music, entertainment, and activities.

[Click here to download itinerary](#)

