



# CREATE THE ULTIMATE STAFF CHRISTMAS PARTY 2021

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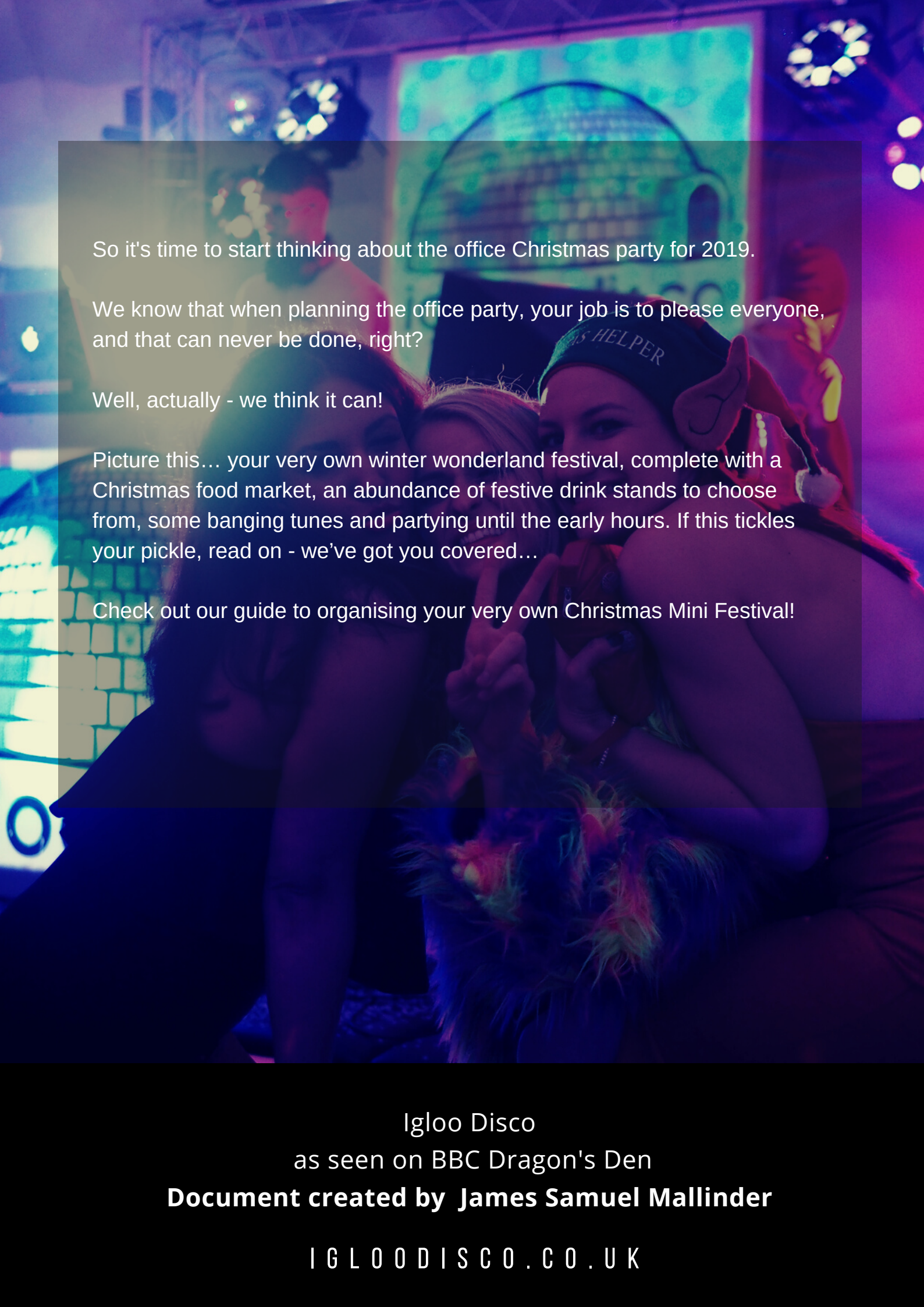




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ULTIMATE  
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So it's time to start thinking about the office Christmas party for 2019.

We know that when planning the office party, your job is to please everyone, and that can never be done, right?

Well, actually - we think it can!

Picture this... your very own winter wonderland festival, complete with a Christmas food market, an abundance of festive drink stands to choose from, some banging tunes and partying until the early hours. If this tickles your pickle, read on - we've got you covered...

Check out our guide to organising your very own Christmas Mini Festival!

Igloo Disco

as seen on BBC Dragon's Den

**Document created by James Samuel Mallinder**

I G L O O D I S C O . C O . U K

# 1. LOCATION, LOCATION, LOCATION

Your first priority is to decide where your Christmas party will take place.

What's your vibe?

Stately homes – perfect for fancy black tie events

Event spaces – these are great winter options when their wedding season is quiet

Sports clubs – another fab winter option during the off-peak season

Fields on farms – ideal if you're looking to party until the early hours!

Hotels – accommodation on-site is a bonus

Consider- How far is it from the place of work? Can people call Taxis to get home? Does it have accommodation? Does the venue/location have other useful services? Does it need to be near local amenities? Does it have the Wow Factor?



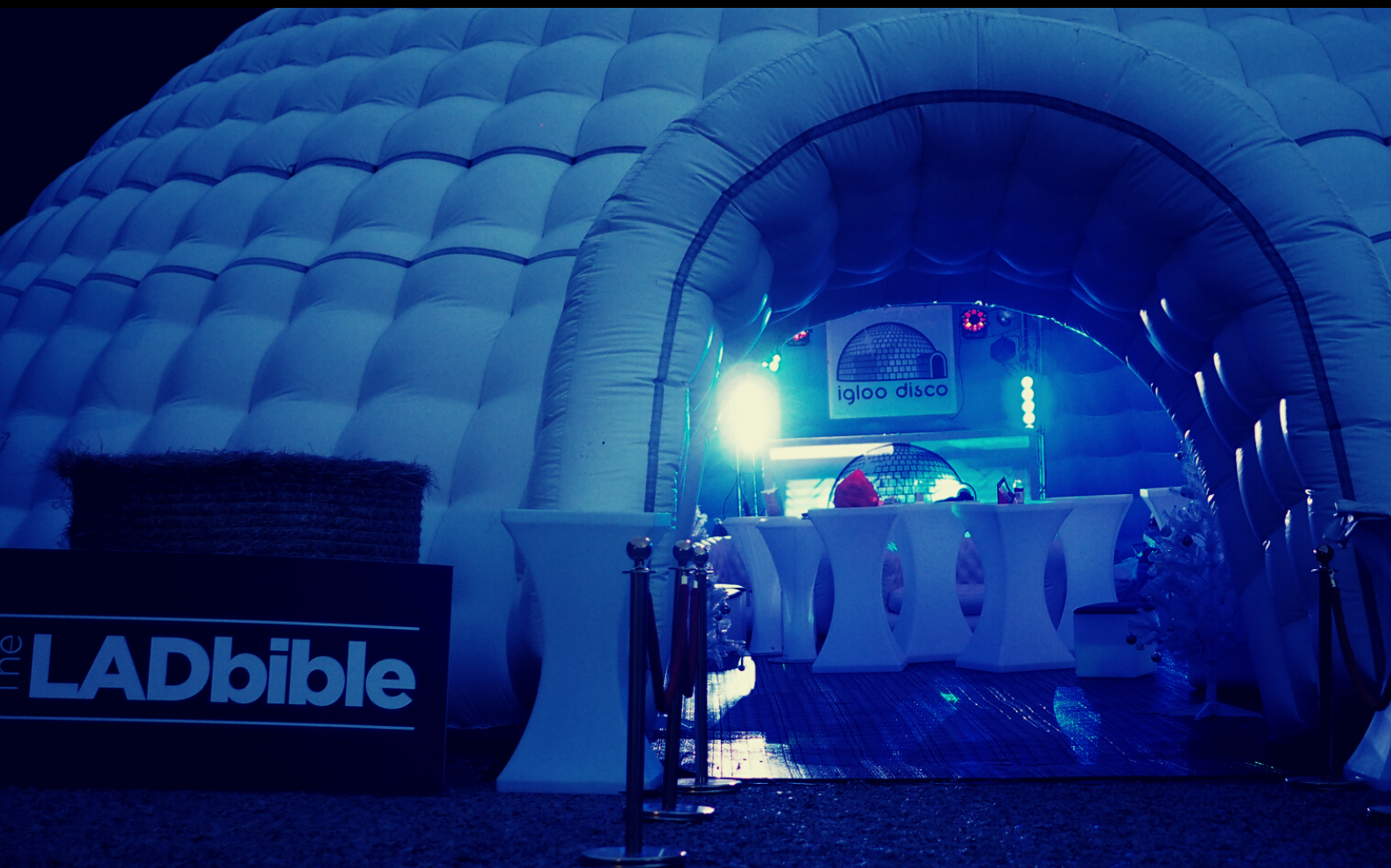


## 2. STRUCTURE IT...

Once you've decided on the location, you're going to need a structure to party in. From yurts to tepees, traditional marquees to inflatables, make sure you look at the pros and cons of each.

You want something that is quick to assemble, budget friendly, safe and sturdy (especially considering the winter months). Is it warm and what about acoustics and noise pollution?

Most importantly, does it have the wow factor?





### 3. EAT YOUR HEART OUT...

Christmas is the time for feasting! Why not create your own Christmas market full of gourmet festive delights . You can hire in food vans to each serve their specialities and create a real winter wonderland where you are.

Here's our favourites...

Melted camembert and cranberry cheese toasties

Freshly made waffles

Donut stands or donut walls

Christmas roast wraps

Festive pies

Italian panettone cake

Just picture everyone walking around, choosing whatever takes their fancy and feeling festive at the same time. You could even hire in a snow machine to complete the effect!





## 4. DRINK AND BE MERRY...

Christmas may be a time of feasting, but drink doesn't come far behind, and it's particularly important for Christmas parties!

It's time to set the mood with buckets full of your favourite booze...

Why not complete the winter wonderland theme by having a host of bars and stands available...

Mulled wine and mulled cider stand

Prosecco bar

Gin bar

Christmas cocktails (great non-alcoholic versions too)

Festive ales

Hot chocolate and marshmallows - perfect for the end of the night, especially with a dash of liquor and some churros to soak up the alcohol!





## 5. WHEN YOU GOTTA GO...

Toilets are not the most exciting party subject, but certainly necessary! From basic portaloos to super luxury toilets, there's a lot of choice in this market and portable toilets ensure your party isn't restricted by static facilities - these ones go wherever you want and then leave when you're done!

It is always a bonus if the location has amenities like toilets. It is important to have at least one urinal and 3 flush toilets for every 80 people.



## 6. DRESS TO IMPRESS...

Now it gets exciting... we know some that plan their Christmas party outfit all year long! What's the theme you're going for this year?

It's always advised to be clear about the dress code well in advance and here are some ideas for you:

Christmas jumper

Masquerade ball

Black tie

Hat party

Winter wonderland

Come as your colleague

Favourite superhero





## 7. MAKE IT FUN...

Fun is the name of the game. If your workforce are having fun together it is sure to create a stronger, more bonded team.

So you want some fun activities to tempt your colleagues in - something to look forward to and to make it special for Christmas. Take a peek at the below that'll sure to put a smile (or a scream) on everyone's faces:

Rodeo reindeer

Secret Santa

Employee recognition/ award ceremony

Incentive announcements for the coming year

Santa sumo wrestling suits

Giant games

Funfair





## 8. MAKE IT LOOK AWESOME...

Theming the party can be so much fun! What is it you want to create? There are so many options out there and here's some favourites:

Winter wonderland

Traditional Christmas

Glitz and glamour

Christmas through the ages (choose a decade)

Black and white

Fire and ice

Game of thrones 'Winter is Coming'

Once you've chosen your theme, you can go to town on the decor - you could even bring it to life with real artists, such as themed stilt walkers, trapeze artists, fire eaters (great for the fire and ice theme) and dancers (think Dirty Dancing flashmob for an 80s style Christmas)





## 9. MAKE IT SAFE...

### **Health and Safety**

When planning your Christmas event it is essential to ensure that you carry out proper, thorough risk assessments and put in place health and safety procedures.

You must also ensure that you have all the correct insurance as well and that you have checked with the bars, food vendors and any other contractors that they are also covered.

### **Staffing**

Staffing is key, especially if you want to make sure you're ticking all the health and safety boxes.

We would recommend the following:

Security - great for peace of mind and knowing that if anything(/one) gets out of hand, it can be dealt with swiftly and efficiently

Bar staff - someone's got to be pouring those drinks

Stewards - helpful for directing people, overseeing and keeping everyone safe. Big benefit if they are first aid trained too.

First aiders - on larger style events it is always advisable to have proper first aiders on site.

Event manager - you don't want to be the one worrying if everything is running smoothly or not - this is the time for delegation so you can focus on looking your dazzling best!

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as seen on BBC Dragon's Den

**Document created by CEO James Samuel Mallinder**

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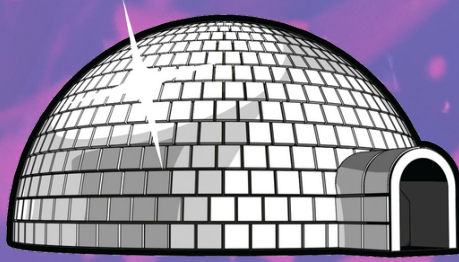
## 10. SLEEP IT OFF...

There's nothing worse than organising the BEST CHRISTMAS PARTY EVER and then everyone having to journey miles, paying extortionate rates for taxis and worrying about the logistics of how they can make it home to bed.

To solve this problem, you can find a nearby hotel, which will offer your group a discounted group rate, and everyone can collapse at the end of the night on a fluffy pillow, waking up to a full English breakfast and a strong cup of coffee to help with that hangover! Not only is this super convenient but it also makes the party more of an occasion - everyone getting ready together in their hotel room before the party and then regaling each other with stories of the night before over breakfast the next day - these are the best times for team bonding!







**igloo disco**

Inflate your dreams

**Do you know what the best news is when it comes to all of the above?**

**We can help you organise ALL of this at Igloo Disco!**

**We are an award winning one-stop shop boutique event planning company. With one of our inflatable Igloos, you have the perfect structure and we can help find you the ideal location, the most delicious food options, the best drinks, activities, decor, staffing...and more!**

**We have planned over 600 events worldwide and created some truly awesome experiences.**

**For more information, feel free to contact me at**

**[james@igloodisco.co.uk](mailto:james@igloodisco.co.uk)**



PREVIOUS  
CHRISTMAS  
PARTY CLIENTS  
INCLUDE

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The **LADbible**

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Pendragon PLC



**ARMY**  
BE THE BEST