



CHRISTMAS COUNTDOWN CHECKLIST

- Decide if you are having a Christmas function for your staff, is this going to be onsite or offsite?
- Work out your budget
- Book the venue or the caterers or DIY your Christmas Event! (Clean the BBQ!)
 - Some suggestions:
 - Fisher House in East Tamaki
 - Alexander Park Raceway – Christmas at the Racers
 - Spit Roast Company
 - Hire a Pizza – cook a selection of roasts, buns and get your salads from the team at Fresh to go
- Organise your customer Christmas gifts
 - Some suggestions:
 - Calendars -
 - Branded merchandise
 - Wine branded
 - Gift baskets
 - Christmas cards printed
- What about staff gifts
 - Some suggestions:
 - Vouchers
 - Bonus
 - Gift basket
 - Card – say 'thanks' we appreciate your efforts
- Inform staff and customers of any Christmas shutdown dates
 - Get Annual leave forms filled out so you can work out your skeleton crew
 - Inform customers of shutdown dates – mention on invoices
 - Mention shutdown dates on payslips
- Make sure you have those Christmas decorations ready to put up

Be prepared for the Merry Season!