



peoplepassion Christmas Checklist



- **Decide if you are having a Christmas function for your staff, is this going to be..**
 - Onsite or offsite?
 - During work time or after hours?
- **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 Races
 - Spit Roast Company
 - Hire a Pizza Oven – 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 employees and customers of any Christmas shutdown dates**
 - Get Annual leave forms filled out so you can work out your skeleton crew - mention on payslips
 - Inform customers of shutdown dates – mention on invoices
- **Make sure you have those Christmas decorations ready to put up**

Be prepared for the merry season!