



Virtual Holiday Party Checklist

5 - 6 Weeks

- Establish a planning committee
- Set a final budget for entertainment & tech
- Confirm party details (date, time, length)
- Establish your holiday party theme and/or goal
- Source & contract with a virtual event technology provider
- Meet with your virtual event technology provider to design your virtual holiday event & establish timelines

3 - 4 Weeks

- Meet with committee to brainstorm session ideas
- Create an official agenda & session list
- Source external speakers or instructors
- Define roles for your event; establish who your session hosts/leaders are and who will act as technical support (could be from your tech provider)
- Source and place orders with suppliers for your swag, at-home food and/or drink kits, at-home activity kits, etc.
- Choose your event branding for your virtual tool, email invitations and registration pages
- Create your registration page: including session selection and addresses for sending party packages
- Create & send a digital invitation to RSVP



1 - 2 Weeks

- Create holiday party playlist
- Send out any packages needed for session activities
- Send out any holiday party swag packages (employee gift)
- If hosting sessions that require pre-work from employees, send an email reminding them to complete their tasks (virtual holiday card, team holiday caroling video, etc.)
- Create award badges for any contest winners
- Reach out to speakers to gather slides and confirm details
- Schedule training and testing sessions with stakeholders
- Finalize holiday party timeline & host script

Week of Virtual Holiday Party

- Host full event run through – testing sessions (you can work with your tech provider for this as well)
- Host speaker training & rehearsals that will test audio & video
- Brief your support staff about their roles and responsibilities during the event
- Create an FAQ for attendees on how to access the event, testing and troubleshooting
- Send the reminder email on holiday party that includes the FAQ
- Add your navigation bar extras: playlist link, recipe links, donation links, polling/rating module, surveys, etc.



Day of Virtual Holiday Party

- Host a final run-through of the event. Review all your sessions, check your engagement items, etc.
- Host meeting with support staff to review their roles for the event
- Have final confirmation meeting with internal and external speakers to answer any questions
- Send the final email to employees reminding them of your event later that day/night

Post-event, send wrap up email with holiday party highlights including recordings, photos, videos, etc.