

THE Checklist for your Christmas Party in Berlin		
	Done	Open
1. Preparation (a couple months ahead)		
Secure budget and allowance per person		
Get the GO! from HR		
Plan the date (via survey)		
Settle on the final date		
2. Fixating things		
Official announcement and invitation to the staff		
Sending RSVP to all invites		
Check allergies and/or special needs		
Check for certain drinks (welcome drink/group Shot?)		
Book your exclusive package at Knutschfleck		
3. THE BIG DAY		
Provide info for public transport or arrival and tickets for the show		
Agree on a meeting point for pre-drinks		
Open doors and welcome drinks with the team		
Lay back and enjoy yourselves		
4. After the party		
Thank-you email to the team (and the Knutschfleck-Staff)		
Collect Feedback		
Gather and share team pictures		
Enjoy an unforgettable christmas team-event: https://www.knutschfleckberlin.de/berlin-variete-show-alexanderplatz/		Variété Show-Restaurant "Knutschfleck Berlin" Panoramastraße 1 A, 10178 Berlin