



KANSAS CITY COMPANY HOLIDAY PARTY CHECKLIST

BOOK BY EARLY NOVEMBER | DECEMBER 2026 DATES

1. BOOK NOW (BY EARLY NOVEMBER)

- ☐ Date locked
- ☐ Venue contract signed
- ☐ Caterer booked (if not included)
- ☐ Entertainment and photo booth booked
- ☐ Save-the-date sent to everyone

2. PICK THE DATE

Best bets: Thu Dec 10 to Sat Dec 12, and Thu Dec 17 to Fri Dec 18. No Chiefs games.

Steer clear: Thu Dec 3 (Chiefs at Rams, Thursday Night Football) and Mon Dec 21 (Chiefs host Patriots, 7:15 p.m.). Fri Dec 4 is the first night of Hanukkah; check with your team.

- ☐ Recheck the schedule right before signing

3. BUDGET PER HEAD

Lean \$40 to \$65 | Solid \$70 to \$110 | Premium \$120+

Split: food and drinks 50%, venue 20%, entertainment and photo booth 12%, décor and printing 5%, safe rides 3%, contingency 10%.

- ☐ Three quotes collected
- ☐ Budgeted on invited headcount
- ☐ Service charge, gratuity and tax added in (often 20 to 25%)

4. ASK EVERY VENUE

- ☐ Capacity, standing vs. seated
- ☐ What is included: tables, linens, staff, AV
- ☐ Outside caterers and vendors allowed?
- ☐ Parking or transit access
- ☐ Cancellation policy

5. ENTERTAINMENT THAT MIXES PEOPLE

One anchor activity plus one background layer.

- ☐ Photo booth (the anchor)
- ☐ Mixer game: random-team trivia or "find someone who" bingo
- ☐ Music at conversation level early in the night

6. INCLUSIVE MENU AND DRINKS

- ☐ RSVP asks about dietary needs and allergies
- ☐ Most dishes work for most people (vegetarian, gluten-free, halal, kosher)
- ☐ Every dish labeled, allergens noted
- ☐ Real non-alcoholic options: mocktails, NA beer, cider
- ☐ Step-free venue, quiet corner, early start for caregivers

7. GETTING EVERYONE HOME SAFELY

- ☐ Rideshare codes or vouchers set up and announced
- ☐ Streetcar option checked (free to ride; confirm last run)
- ☐ Hotel block if the venue is far from home
- ☐ Bar closes about an hour before the end; food stays out
- ☐ One or two sober hosts named
- ☐ Ice and cold-weather plan

8. THE WEEK BEFORE

SEVEN DAYS OUT

- ☐ Final headcount and allergy list to caterer and venue
- ☐ Reminder email: address, times, parking, dress code, ride plan
- ☐ Arrival times confirmed with every vendor

THREE DAYS OUT

- ☐ Signage, name tags and food labels printed
- ☐ Day-of roles assigned; run of show shared
- ☐ Forecast checked

DAY BEFORE

- ☐ Setup times re-confirmed
- ☐ Ride codes loaded and tested
- ☐ Emergency kit packed: tape, chargers, first aid

DAY OF

- ☐ Early walkthrough with the venue contact
- ☐ Ride plan announced once during the event
- ☐ Thank-you note sent the next morning

OUR SIGNATURE

THE RETRO BOOTH

Handmade wooden booth, pro DSLR camera, instant digital sharing, and your company name on every print.

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