

CHRISTMAS PARTY

and Employee of the Year Award Night

WELCOME AND REGISTRATION

6:30 PM

- Greet employees as they arrive
- Provide welcome drinks

PHOTO SESSION AND NETWORKING

6:45 PM

- Photo session
- Employees to socialize with each other
- Game station

OPENING REMARKS

7:30 PM

- Welcome everyone and set the tone for the evening.
- Express gratitude for the hard work and dedication of your employees. (Kay)

DINNER BUFFET

7:45PM

- Starter/Main/dessert

ENTERTAINMENT AND ACTIVITIES

9:00 PM

- DJ
- Activities like a holiday-themed quiz, a dance-off

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EMPLOYEE OF THE YEAR AWARD PRESENTATION

10:30 PM

- Start with a brief overview of the significance of the award. (Kay)
- Mention the nominees, invite first and second runner up on stage and acknowledge their contributions.
- Present flowers to runner ups
- Announce the Employee of the Year and present the award.

DANCING AND SOCIALIZING

11:00 PM

- Open the dance floor for those who want to dance.
- Keep the festive atmosphere alive with music and socializing.

CLOSING REMARKS AND NEW YEAR COUNTDOWN

12:00 AM

- Thank everyone for attending and making the event special.
- Share any upcoming plans or announcements for the company.
- Hand out goodie bags
- Wish everyone a Happy New Year and ensure a safe departure