

Christmas Party

RESCUE KIT

0800 832 669



corpchallenge.co.nz



info@corpchallenge.co.nz



1 Million People **Playing by 2030.**

Welcome!

This kit was created for leaders like you who want a **Christmas party that feels intentional, even when time is short.**

Think of it as your quick-glance map: we'll show you exactly where we do the heavy lifting, the few things we'll need from you, and the tools you'll get along the way.

This isn't another long planning guide. It's the essentials; simple, visual, and ready to use.



The Christmas Party **Rescue** Kit.

With this kit, your role is simple: confirm the basics, share a few details, and show up. We'll take care of the rest so your team enjoys a Christmas party that feels effortless, meaningful, and full of play. We'll use our Play Fit Framework to match your team's goals, size, and energy to the right experience, so you don't have to guess what will work.



Check the Journey

on the next page you'll see the whole process laid out side by side. Your part is short, ours is long, and that's how it should be.



Use the Tools

We've included ready-to-go templates and tools so you don't need to start from scratch.



Focus on **Play**

Catering and venues matter, but play is what creates connection. That's where we guide you.

What to Expect.

Planning late doesn't mean planning hard. This guide shows you exactly what happens when you book with Corporate Challenge Events. You'll see where we step in, where we need you, and what you'll walk away with at every stage.

Stage	CCE Does This	You Do This	What You Receive
1. Intro Call	Listen to your goals, talk through play experiences that fit your team size, timing, and objectives. If you don't have a venue, we'll share our Christmas Party Venue Guide packed with vetted options.	Share your date, team size, and priorities.	Using our Play Fit Framework we will shortlist program options and venue ideas.
2. Proposal	Create a proposal with pricing, inclusions, what to expect, and who you'll be working with. If you still need a space, we'll recommend venues that match.	Review the proposal, choose your program, and get sign-off.	A polished proposal that makes internal approval simple.
3. Event Confirmation	Lock in your date and delivery team, start logistics, and guide you on catering choices that suit your program.	Approve the booking, confirm venue/catering, and provide a ballpark headcount.	A confirmation pack and your dedicated event lead.
4. Play Strategy Session	We'll book a 20-minute strategy session to dive deep into your goals, confirm key details, and introduce how play can support your team. This quick but powerful meeting means we can take your vision and get straight into planning, without taking up your time with endless back-and-forth. From here, your event starts taking shape behind the scenes.	Join the 20-minute call and share team insights.	A clear plan linking play to your team outcomes.

5. Event Snapshot	You'll receive a tailored event outline that links your goals to the experience we've designed. Alongside this, we'll share a clear breakdown of the activities your team will take part in, what they'll be doing, how it will run, and the outcomes it supports. It's everything you need to feel confident before the big day.	Quick approval.	A concise snapshot that takes the guesswork out of the day.
6. Event Essentials	We'll confirm your final numbers and deliver your pre-event essentials: a pack on how to introduce the experience to your team, a connection deck to support team engagement, and tips for setting the tone on the day. Need invitations- just ask.	Send invites, share comms, and confirm final numbers.	A complete organiser's pack ready to use straight away.
7. Final Event Brief	Pull everything into one document: timings, facilitator profile, contacts, and logistics. Book your debrief.	Confirm last details and provide on-site contact.	Your Final Event Brief and facilitator profile.
8. Event Day	Deliver the program end-to-end, manage logistics, risk, and flow, and create moments of fun and connection.	Arrive, welcome your team, and enjoy the day.	A seamless event with no heavy lifting on your side.
9. Event Photos	Send you an image library within days so you can share the highlights straight away.	Share photos with your team.	A ready-to-use gallery of your celebration.
10. Debrief Call	We'll revisit key observations from your event and share practical insights to help your team carry the experience forward. You'll receive 3-5 curated resources and an introduction to our Play Principles to support ongoing culture-building. We'll also explore options for what's next, so the impact doesn't end when the event does	Join the short debrief call.	Tailored advice and curated resources.
11. Play Report	Deliver your personalised Play Report with insights, outcomes, and practical next steps.	Review and share internally.	A guide to embed the impact into your everyday rhythm.
12. Ongoing Support	Provide 12 months of Play Hub access, inbox resources, and direct team support whenever you need it.	Reach out if you want advice or extra support.	Continued support so the impact lasts long after the party.

The Play Fit Framework.

Every team is different, which is why no two Christmas parties should ever feel the same. Our Play Fit Framework is the simple but powerful way we make sure your event matches your people. We look at three things:



GOALS

What outcomes are most important right now?

Examples: stronger communication, leadership development, collaboration, problem solving, celebration.



DYNAMICS

What is the current make-up of the team?

Examples: size, new members, remote connections, silos, energy levels.



VALUES

What does the organisation stand for?

Examples: giving back, wellbeing, creativity, innovation, growth.

Formula: Goals + Dynamics + Values = Play Fit

When play is chosen with all three in mind, it goes beyond entertainment. It becomes a catalyst for building culture and creating a Christmas Party that truly matters.

How We Can Help

Your Checklist.

Even when you're planning late, the list doesn't have to be long. Here are the key steps left for you and how we make each one easier:

Your Task	Tips & How We Help
Confirm venue	Use our Christmas Party Venue Guide for vetted options across Australia & NZ. We'll recommend start/finish points if you're running a transitional program.
Confirm catering	Book through your venue or ask us for local caterer suggestions that fit your program flow.
Send invites	Need a template? We've got branded, ready-to-go options you can use straight away.
Arrange AV (if applicable)	We work directly with your venue on program requirements and test everything during bump-in for you.
Confirm final numbers	Use our free tool to track participants and dietary needs before sharing them with us and the venue. Ask your event coordinator for an editable Excel version.
Arrange party formalities (speeches/awards)	Download our full Christmas Party Planning Guide for free templates and a checklist of what not to miss.
Collect feedback	We can do this for you on the day using our QR feedback system, no extra admin for you.
Lock in transport (if needed)	Running a transitional program? We'll recommend start/finish points that minimise travel and can connect you with local providers if required.
Nominate an on-site contact	This could be you or a colleague. We'll liaise directly with them on the day so you can focus on your team.
Share event photos internally	We'll send you a ready-to-use gallery within days. All you need to do is forward the link or drop it into your team comms.

Free Tools

Plan Smarter, not Harder.



Shortcut your planning with tools we've built just for you. Each one is designed to save you time and take the guesswork out of creating a celebration that feels intentional.



Christmas Party Venue Guide

A handpicked guide of team-friendly venues, with tips on what to look for and how to choose quickly.

DOWNLOAD



Confessions of an Event Planner

(Christmas Edition)

Straight from our playbook: insider tips, checklists, and common pitfalls to avoid.

DOWNLOAD



Choosing a Christmas Party Venue to Bond Your Team

A quick read to help you pick a space that supports connection, not just logistics.

READ NOW



Do's & Don'ts of Christmas Party Planning

A practical checklist that cuts out the noise and keeps your planning focused.

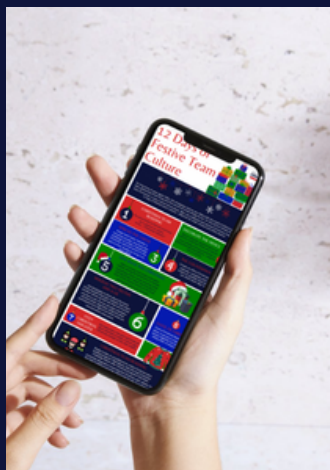
READ NOW

Free Resources

Team Culture Support.



Bring the festive spirit to life before your event with these free tools. Each one is designed to create playful moments, build anticipation, and get your team in the mood to celebrate.



12 Days of Festive Team Culture

Easy ideas to inject fun and recognition in the lead-up to the break.

[DOWNLOAD](#)

Festive Advent Calendar

24 quick activities to keep play and connection alive in the countdown to Christmas.

[DOWNLOAD](#)

Connection Deck

A set of playful prompts and activities to build rapport before or after your event.

[DOWNLOAD](#)

Play Personalities Quiz

Discover how different styles of play show up in your team and how to include everyone. Perfect to do prior to your event.

[DOWNLOAD](#)

READY

TO RESCUE YOUR CHRISTMAS PARTY?

You don't need months of planning to pull off something memorable. With play at the centre and the heavy lifting done for you, your party can be locked in, stress-free, and still deliver the connection your team deserves.

Check the journey, tick off your part of the checklist, and let us handle the rest. That's the rescue.



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