

ezeep

Christmas in the Coworking Space

Compact Planning Checklist for a Successful Advent Season

PLANNING

Budget & Concept

- ☐ Set budget (30% decor, 50% events, 10% marketing, 10% buffer)
- ☐ Define event goals
- ☐ Assemble team & assign tasks

Involve the community

- ☐ Create survey (interests, dates, diet)
- ☐ Evaluate results & adjust events

Decoration

- ☐ Shopping list: fairy lights, fir branches, candles, crafting materials
- ☐ Plan a decoration day with the community

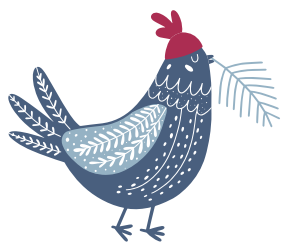
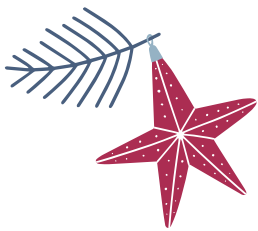
EVENT PLANNING

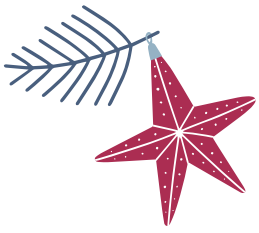
Fondue / Raclette Evening

- ☐ Schedule + registration system
- ☐ Organize equipment & ingredients
- ☐ Ask about dietary restrictions

Weekly mulled wine meet-up

- ☐ Set fixed times (e.g., Thursdays 5–7 PM)
- ☐ Recipe + shopping list
- ☐ Pre-schedule social media posts





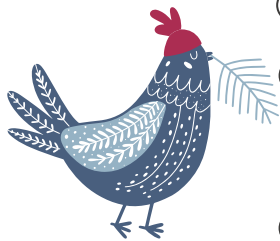
Christmas Party

- ☐ Date, DJ/music, catering
- ☐ Bar, dance floor, photographer
- ☐ Rearrange furniture



Additional Activities

- ☐ Annual review session
- ☐ Charity activity (find a partner)
- ☐ Ugly Sweater Day
- ☐ International Potluck
- ☐ Organize Secret Santa exchange



Advent calendar

- ☐ Plan 24 activities (free coffee, snacks, happy hour, etc.)
- ☐ Prepare daily communication



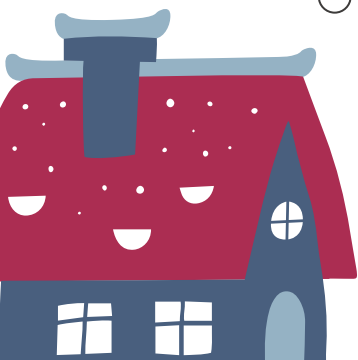
MARKETING

Internal

- ☐ Email campaign (kick-off, updates, reminder)
- ☐ Hang up event calendar in the space

External

- ☐ Social media content calendar (3-4 posts/week)
- ☐ Update website
- ☐ Distribute local flyers



IMPLEMENTATION

Week 1-2

- ☐ Implement advent calendar daily
- ☐ Mulled wine meet-ups
- ☐ Lucia celebration

Week 3

- ☐ Fondue evening, potluck, annual review
- ☐ Finalize party preparations

Week 4

- ☐ Host Christmas party
- ☐ Secret Santa gift exchange
- ☐ Send thank-you communication

48 HOURS BEFORE EACH EVENT

- ☐ Final participant list
- ☐ Shopping completed
- ☐ Equipment checked
- ☐ Room prepared
- ☐ Send reminders

FOLLOW-UP

- ☐ Collect photos & videos
- ☐ Feedback survey
- ☐ Evaluate participant numbers & ROI
- ☐ Document learnings

