



### End of Year Party Preparation

It's that time of year again. End of year workplace functions are being organised.

Whilst parties are meant to be a fun reward for a year of hard work, there's been way too many examples of #careerendingmoves.

If you don't want to have to talk to your friendly employment lawyer in the post-partydays, weeks and months, set clear behavioural expectations in advance.

Here's a pre-party starter template that can be personalised for your business.

Download the Bicknell Law & Consulting email template for upcoming festivities in PDF format, or you can copy and paste the below:

Hello everyone

Today is the day!

We're excited to be celebrating with you at our end of year function.

So that everyone has a good time and stays safe, here's a few reminders.

**Where and When?**

The party is at [insert address] and will start at [insert time] and end at [insert time].

**Food and Drink**

There will be lots of delicious food for you to enjoy. If you decide to drink alcohol, please do so responsibly (and make sure you eat some of that delicious food as well). There will be plenty of water and non-alcoholic drinks available.

**Policies**

As this is a work event, please comply with all of our workplace policies including those relating to WHS, sexual harassment, harassment and discrimination, and drugs and alcohol.

**Transport**

If you are drinking alcohol do not drive. Please make arrangements in advance of the party to get home safely. [Offer Taxi/Uber?]

**Photographs and Social Media**

We will be arranging for photographs to be taken during the night. These will be shared with you after the event. If you take photographs of your own, please do not upload them onto social media sites without the consent of all others in the photograph. [Refer to the relevant company policy on social media use if you have one].

**Safety**

We want you all to have fun, but please look after yourself and each other during the night.

If you need any assistance please speak to [insert names].

Let's celebrate a great year and have a wonderful time.

Cheers

[insert name]

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*\*Tailor this template to suit your business' needs, budget, style of event etc. and seek legal advice if necessary.*