

Halloween Workplace Event Planning Checklist

Comprehensive Guide for Capital Region Businesses

Created by Atrium Properties | October 2024

Pre-Planning Assessment (8–10 Weeks Before)

Company Culture Evaluation

- **■ Employee Demographics Analysis**
 - • Age range of workforce
 - • Cultural/religious diversity considerations
 - • Remote vs. in-office employee ratio
 - • Previous celebration participation rates
 - **■ Budget Reality Check**
 - • Available budget per employee (\$5–50 typical range)
 - • Hidden costs (setup time, cleanup, productivity loss)
 - • Approval process for expenses
 - • Emergency fund allocation (10% of total budget)
 - **■ Space Assessment**
 - • Available square footage for activities
 - • Flexible areas that can transform
 - • Storage for supplies and decorations
 - • Cleanup and restoration requirements
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Timeline: 6–8 Weeks Before Halloween

Foundation Setting

- **■ Employee Survey Distribution**
 - • Celebration interest level (1–10 scale)
 - • Preferred activity types (food, games, decorating, etc.)
 - • Costume comfort level preferences
 - • Dietary restrictions and allergies
 - • Preferred celebration timing and duration
- **■ Planning Committee Formation**
 - • 3–5 volunteers from different departments
 - • Mix of personality types (introverts/extroverts)
 - • Include someone with event planning experience
 - • Designate point person for vendor communication
 - • Set regular meeting schedule
- **■ Policy Review**

- • Company dress code and costume guidelines
- • Food safety protocols for potlucks
- • Photography/social media consent procedures
- • Alcohol policy clarification (if applicable)
- • Time off/coverage policies for setup

Vendor and Space Booking

- ■ **External Service Confirmation**
 - • Catering orders placed (if applicable)
 - • Entertainment bookings confirmed
 - • Rental equipment reserved
 - • Delivery scheduling coordinated
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Timeline: 4–5 Weeks Before Halloween

Activity Planning

- ■ **Final Activity Selection**
 - • Activities chosen based on survey results
 - • Backup options for low participation
 - • Virtual participation options for remote workers
 - • Alternative activities for non-participants
 - • Clear difficulty/engagement level ratings
- ■ **Supply Procurement**
 - • Decorative materials ordered
 - • Activity supplies (pumpkins, paints, crafts)
 - • Prize/reward purchases
 - • Cleanup materials and equipment
 - • First aid supplies review

Communication Strategy

- ■ **Save-the-Date Distribution**
 - • Clear “optional participation” messaging
 - • General activity overview
 - • Time and location information
 - • Contact person for questions
 - • Alternative work arrangements during event
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Timeline: 2–3 Weeks Before Halloween

Detailed Planning

- ■ **Comprehensive Invitation**
 - • Complete activity descriptions and timing
 - • Costume guidelines and suggestions

- • Participation alternatives clearly outlined
- • Contact information for accommodations
- • RSVP deadline and method
- **■ Logistics Coordination**
 - • Potluck item coordination (shared spreadsheet)
 - • Setup/cleanup volunteer assignments
 - • Equipment needs and assignments
 - • Photography volunteer designation
 - • Remote worker inclusion planning

Risk Management

- **■ Contingency Planning**
 - • Weather backup plans (for outdoor elements)
 - • Low participation scenarios
 - • Supply delivery failure alternatives
 - • Key organizer absence procedures
 - • Technology failure backups
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Timeline: Week of Halloween

Final Preparations

- **■ Headcount Confirmation**
 - • Final RSVP collection
 - • Food quantity adjustments
 - • Space arrangement modifications
 - • Activity material fine-tuning
 - • Volunteer schedule confirmation
- **■ Setup Coordination**
 - • Detailed setup timeline creation
 - • Supply location and access verification
 - • Cleanup material preparation
 - • Emergency contact list distribution
 - • Last-minute RSVP accommodation

Day-of-Event Management

- **■ Event Day Checklist**
 - • Setup team arrival and assignments
 - • Activity station preparation
 - • Photography consent collection
 - • Participation tracking (for feedback)
 - • Cleanup timeline and responsibilities
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Post-Event Follow-Up (Within 1 Week)

Immediate Actions

- **■ Thank You Communications**
 - • All-staff appreciation email
 - • Specific thanks to volunteers and organizers
 - • Recognition of both participants and non-participants
 - • Photo sharing (with appropriate permissions)

Feedback Collection

- **■ Evaluation Survey**
 - • Overall satisfaction rating
 - • Specific activity effectiveness
 - • Suggestions for improvement
 - • Interest in future celebrations
 - • Alternative activity preferences

Documentation

- **■ Lessons Learned Recording**
 - • What worked well and why
 - • Challenges encountered and solutions
 - • Budget actual vs. planned analysis
 - • Vendor performance evaluation
 - • Participation data and trends

Budget Planning Worksheet

Small Office (10–25 employees) Budget Planning

Category	Conservative	Moderate	Elaborate
Decorations	\$25–50	\$75–150	\$200–400
Food/Treats	\$50–100	\$150–300	\$400–600
Activities	\$25–75	\$100–200	\$300–500
Prizes/Rewards	\$25–50	\$75–150	\$200–300
Setup/Cleanup	\$0–25	\$50–100	\$150–250
Total	\$125–300	\$450–900	\$1,250–2,050

Medium Office (25–75 employees) Budget Planning

Category	Conservative	Moderate	Elaborate
Decorations	\$75–150	\$200–400	\$500–800
Food/Treats	\$150–300	\$400–750	\$800–1,500
Activities	\$100–200	\$300–500	\$600–1,000
Prizes/Rewards	\$75–150	\$200–400	\$500–750
Setup/Cleanup	\$50–100	\$150–300	\$400–600

Total	\$450–900	\$1,250–2,350	\$2,800–4,650
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Activity Success Rate Guide

Based on Capital Region Office Survey Data

High Success Rate (85%+ participation)

- 1 • Fall-themed potluck — Easy, inclusive, food-focused
- 2 • Voluntary desk decorating (supplies provided) — Individual creativity
- 3 • Charity drive competition — Purpose-driven, team-based
- 4 • Seasonal treat distribution — Passive participation option

Moderate Success Rate (60–85% participation)

- 1 • Pumpkin painting/carving — Creative, contained activity
- 2 • Halloween trivia teams — Knowledge-based, social
- 3 • Costume contest (when truly optional with alternatives)
- 4 • Themed photo booth — Quick participation, shareable

Variable Success Rate (30–70% participation)

- 1 • Group costume themes — Requires coordination and commitment
- 2 • Office haunted house — High effort, scare-factor dependent
- 3 • Spooky story sharing — Performance-based, personality dependent
- 4 • Halloween karaoke — Extrovert-focused, cultural considerations

Capital Region Specific Resources

Local Vendors

- 1 • Pumpkin Suppliers: Contact local farms in Altamont, Schoharie areas
- 2 • Catering Options: Albany region restaurants with seasonal menus
- 3 • Entertainment: Local performers familiar with workplace events
- 4 • Photography: Regional photographers experienced with corporate events

Seasonal Considerations

- 1 • Weather Backup: October temperatures 45–65°F; plan for variability
- 2 • Timing Coordination: Avoid conflicts with local fall festivals
- 3 • Cultural Integration: Incorporate regional autumn traditions
- 4 • Transportation: Consider parking and access during fall foliage season

Emergency Contact Template

Day-of-Event Contacts

- 1 • Event Coordinator: [Name, phone, backup]
- 2 • Facility Management: [Name, phone, emergency number]
- 3 • Catering/Vendor: [Primary contact, delivery person]

- 4 • Medical Emergency: [Company protocol, first aid certified staff]
- 5 • Technology Support: [IT contact for virtual elements]

This checklist is designed for businesses in New York's Capital Region and reflects best practices developed through extensive tenant feedback and regional workplace culture research.

For more workplace culture resources and thoughtfully designed office spaces that support team building initiatives, visit Atrium Properties or contact our leasing team.