Office Holiday Party Kit

For 10 to 40 people · run sheets · host script · game cards · raffle tickets

Run sheets

Times count from the start of the program. Running late? Cut one game from the middle, never the awards or the raffle.

30 minutes · on top of a dinner

Time	What	Who	Bring	
0:00	**Welcome + toast**	Host	Any drink	☐
0:03	**People Bingo**	Host	Bingo cards, pens	☐
0:13	**Year-in-Review Trivia (10 questions)**	Host	Questions, paper per team	☐
0:23	**2–3 awards + raffle**	Organizer	Prizes, draw box	☐
0:28	**Wrap-up + group photo**	Host	Phone stand	☐

60 minutes · after the meal

Time	What	Who	Bring	
0:00	**Welcome + toast**	Host	Mic, drinks	☐
0:05	**People Bingo**	Host	Bingo cards, pens	☐
0:15	**Whose Photo Is It?**	Organizer	Collected photos, screen	☐
0:25	**Cup Tower Challenge (teams)**	Host	Paper cups, timer	☐
0:35	**Word Rush**	Host	Word cards or screen, timer	☐
0:45	**Awards**	Organizer	Certificates, prizes	☐
0:50	**Raffle**	Organizer	Tickets, draw box	☐
0:57	**Wrap-up + group photo**	Host	Phone stand	☐

90 minutes · a booked venue

Time	What	Who	Bring	
0:00	**Welcome + toast**	Host	Mic, drinks	☐
0:05	**People Bingo**	Host	Bingo cards, pens	☐
0:15	**Year-in-Review Trivia (teams, 15 questions)**	Host	Questions on screen, paper	☐
0:30	**Break · food**	—	—	☐
0:40	**Cup Tower Challenge**	Host	Paper cups, timer	☐
0:50	**Word Rush**	Host	Word cards or screen, timer	☐
1:00	**Paper Plane Target**	Organizer (scores)	Paper, masking tape	☐
1:08	**The 60-Second Guess**	Host	Stopwatch	☐
1:12	**Paper Snowball Fight**	Host	Paper, pens	☐
1:20	**Awards + raffle**	Organizer	Prizes, draw box	☐
1:28	**Wrap-up + group photo**	Host	Phone stand	☐

Host script

Swap the [brackets] for your own details.

Welcome (1 min)

Hi everyone, I'm [name] and I'm your host tonight. First of all: thank you. This year was a lot, and you all showed up for it.

Tonight is three things. A toast, a few quick games, and a raffle at the end.

Hang on to the ticket you got at the door. No ticket, no prize.

The prizes are over [there]. Go have a look so you know what you're playing for.

Toast (30 sec)

Grab whatever you're drinking. Water, soda, anything counts.

When I say "To this year," you say "We made it!" When I say "To next year," you say "Bring it on!"

To this year! (We made it!) To next year! (Bring it on!)

Introducing a game (20 sec each)

Next up: [game name]. One rule: [rule in one sentence].

It's faster to show you, so [front table / our organizer] and I will do a quick demo.

The winning [team / person] gets [prize]. You have [n] minutes. Go!

Awards (30 sec each)

Time for this year's awards. The titles are silly. The reasons are real.

The [award name] goes to... [name]! [One sentence on why.] Big round of applause.

Acceptance speeches: one sentence, please.

Raffle

And now, the raffle. Quick rules first.

Everyone can win once. Drawn tickets stay out. If you're not up here by the count of ten, we draw again.

Smallest prizes first. I'll read numbers one digit at a time. [2]... [7]!

Wrap-up (1 min)

Thank you all for staying to the end. And a big hand for [organizer], who put all of this together.

One last thing: group photo. Taller people in the back, please.

Get home safe. Check your [train times / ride home] before you head out. See you next year!

Game cards 1–4

Cut along the dashed lines and run each game from its card.

People Bingo

1

Find someone who fits each square. First full line wins.

Players	**10–40**
Time	**10 min**
You need	**Bingo cards, pens**
Where	**Room to walk around**
Noise	**Medium**
Contact	**None**

1. Hand out cards with a prompt in each square.
2. Mingle, ask around, and get a matching person's name in the square.
3. Each person's name can appear only once per card.
4. Full line? Shout "Bingo!" The host spot-checks one square.
5. The first three to finish win a prize.

Twist Stuck at tables? Use a 3×3 card and play within your table.

If it stalls Nobody finishing means the squares are too hard. Make half of them easy.

Year-in-Review Trivia

2

Talk it over, write it down, reveal on three.

Players	**10–40, in teams**
Time	**10–15 min**
You need	**10–15 questions, paper and pen per team**
Where	**Tables**
Noise	**Medium**
Contact	**None**

1. Half the questions are about your team's year, half about the wider year.
2. The host reads a question; teams confer and write an answer.
3. On "One, two, three!" every team holds up its answer.
4. One point per right answer. The last question is worth two.

Twist Multiple choice lets the new hires take a real shot.

If it stalls One team running away with it? Mix tenure when you build teams.

Whose Photo Is It?

3

Whose photo is this?

Players	**10–30**
Time	**10 min**
You need	**One photo per person, a screen**
Where	**Room with a TV or projector**
Noise	**Medium**
Contact	**None**

1. Three days out, collect one photo from each person's year. No faces: food, places, things.
2. The host puts them up one at a time.
3. Everyone shouts or writes a guess.
4. The owner raises a hand and tells the one-line story.

Twist Use "best thing I bought this year" photos instead.

If it stalls Few photos? Send a reminder two days out. Over 30? Pick 10.

Word Rush

4

Describe as many words as you can in 90 seconds.

Players	**2 per team at a time**
Time	**10 min**
You need	**Word cards or screen, timer**
Where	**Anywhere**
Noise	**Loud**
Contact	**None**

1. Two players per team. One stands with their back to the screen.
2. The other describes the word on screen without saying it.
3. Say the word (or part of it) and that card is skipped.
4. Score = words guessed in 90 seconds. Two passes per turn.

Twist No talking, gestures only: instant charades.

If it stalls Players freezing up? Start with objects you can see, like mittens or cookies.

Game cards 5–8

Cut along the dashed lines and run each game from its card.

Cup Tower Challenge

5

Tallest paper-cup tower in one minute.

Players	**Teams of 4–6**
Time	**10 min**
You need	**40 paper cups per team, timer**
Where	**A steady table or the floor**
Noise	**Loud**
Contact	**None**

1. Give each team 40 identical paper cups.
2. On "Go!" teams have one minute to build.
3. Hands off at the buzzer. The tower must stand for 3 seconds.
4. Most levels wins.

Twist One hand each, or build in total silence.

If it stalls Wobbly table? Move to the floor. Round two: a pyramid using all 40.

Paper Plane Target

6

Center 10 points, middle 5, outer 1.

Players	**10–40**
Time	**8–10 min**
You need	**Letter/A4 paper, masking tape, pens**
Where	**A clear aisle, 15+ feet**
Noise	**Medium**
Contact	**None**

1. Tape three rings on the floor: 10, 5 and 1 points.
2. One minute to fold a plane and write your name on the wing.
3. Teams take turns throwing from the line.
4. Add the ring each plane lands in to the team score.

Twist Everyone throws at once; the longest flight wins.

If it stalls Short on space? Crumple paper into balls and aim for a trash can.

The 60-Second Guess

7

Eyes closed. Sit down when you think a minute has passed.

Players	**Any number**
Time	**3–5 min**
You need	**A stopwatch (phone)**
Where	**Anywhere**
Noise	**Quiet**
Contact	**None**

1. Everyone stands and closes their eyes. Phones and watches away.
2. The host says "Go!" and starts the stopwatch.
3. Sit down quietly when you think 60 seconds are up.
4. Closest to 60 seconds wins.

Twist Try 30 seconds, or a minute with eyes open while chatting.

If it stalls Hard to tell who sat when? Have someone film it on a phone.

Paper Snowball Fight

8

Write a fun fact, throw it, guess whose it is.

Players	**10–40**
Time	**8–10 min**
You need	**One sheet of paper and a pen each**
Where	**Anywhere with a little space**
Noise	**Loud**
Contact	**None**

1. Everyone writes one harmless fact about themselves. No names.
2. Crumple it into a snowball.
3. On "Go!" everyone throws for 30 seconds.
4. Grab any snowball, read it aloud, and guess who wrote it.

Twist Write a wish for next year instead of a fact.

If it stalls Too chaotic? Have people pass snowballs to the left three times instead of throwing.

People Bingo

Find someone who matches a square and get their name in it. One name per person per card. First full line shouts "Bingo!"

Your name _____

Moved this year	**Visited a new city or country**	**Has a pet**	**Born in December**
Started a new workout	**Wearing something red**	**Newest on the team**	**Has great handwriting**
Morning person	**Drinks 2+ coffees a day**	**Picked up a new hobby**	**Loves to cook**
Read 5+ books this year	**Has a go-to karaoke song**	**Has 3+ siblings**	**Got a new certification**

Word Rush cards

Cut and shuffle, or let the host read from the list.

Snowman	**Mittens**	**Hot cocoa**	**Gingerbread**	**Gift wrap**
Ugly sweater	**Fireplace**	**Snowflake**	**Candle**	**Calendar**
Countdown	**Fireworks**	**Resolution**	**Gym membership**	**Out-of-office**
Inbox zero	**Team photo**	**Secret Santa**	**Sledding**	**Ice skating**
Pie	**Cookie swap**	**Scarf**	**Snow globe**	**Holiday playlist**
Leftovers	**Road trip**	**New planner**	**Snow day**	**Midnight**

15 award ideas

Silly title, sincere reason.

Perfect Attendance	Never missed a team event this year	_____
Vibe Keeper	Rescued every quiet room	_____
Fixer	Printer, Wi-Fi, bookings: handled	_____
Snack Fairy	Kept the snack drawer full, quietly	_____
Fastest Reply	Answered the group chat first, and kindly	_____
Lunch Scout	Always found the good place	_____
Team Photographer	Took the most group photos	_____
First Volunteer	Raised a hand for the hard stuff	_____
Idea Machine	Brought something new to every meeting	_____
Most Improved	Grew the most this year	_____
Rookie of the Year	New this year, at home in no time	_____
Always On Time	Never late to a meeting	_____
Cheerleader	Gave the most shout-outs to others	_____
Wellness Champ	Stuck with the walks, the water and the workouts	_____
Unsung Hero	Did it all and never mentioned it	_____

Prep checklist

2 weeks out

- ☐ Lock date and venue
- ☐ Rough headcount
- ☐ Set the budget
- ☐ Pick a host and an organizer

1 week out

- ☐ Finalize the run sheet
- ☐ Collect award votes
- ☐ Buy prizes
- ☐ Buy game supplies (cups, tape, pens)

Day before

- ☐ Cut the tickets
- ☐ Wrap prizes and set the order
- ☐ Confirm the venue has a screen, mic and HDMI

After

- ☐ Share rides home
- ☐ Pack up leftover prizes
- ☐ Share the group photo

10 days out

- ☐ Send the invite (time, place, gift swap yes/no and amount)
- ☐ Ask about dietary needs and allergies

3 days out

- ☐ Collect photos for Whose Photo
- ☐ Print run sheet, script, bingo cards, tickets
- ☐ Customize the slides

30 min before

- ☐ Test mic and screen
- ☐ Set out the prizes
- ☐ Put someone at the door with tickets and bingo cards

Raffle tickets 1–20

Cut along the dashed lines. Guests keep the left half; fold the right half into the draw box.

KEEP	DRAW	KEEP	DRAW
001	001	002	002
003	003	004	004
005	005	006	006
007	007	008	008
009	009	010	010
011	011	012	012
013	013	014	014
015	015	016	016
017	017	018	018
019	019	020	020

Raffle tickets 21–40

Cut along the dashed lines. Guests keep the left half; fold the right half into the draw box.

KEEP **021**	DRAW **021**	KEEP **022**	DRAW **022**
KEEP **023**	DRAW **023**	KEEP **024**	DRAW **024**
KEEP **025**	DRAW **025**	KEEP **026**	DRAW **026**
KEEP **027**	DRAW **027**	KEEP **028**	DRAW **028**
KEEP **029**	DRAW **029**	KEEP **030**	DRAW **030**
KEEP **031**	DRAW **031**	KEEP **032**	DRAW **032**
KEEP **033**	DRAW **033**	KEEP **034**	DRAW **034**
KEEP **035**	DRAW **035**	KEEP **036**	DRAW **036**
KEEP **037**	DRAW **037**	KEEP **038**	DRAW **038**
KEEP **039**	DRAW **039**	KEEP **040**	DRAW **040**

Raffle tickets 41–60

Cut along the dashed lines. Guests keep the left half; fold the right half into the draw box.

KEEP **041**	DRAW **041**	KEEP **042**	DRAW **042**
KEEP **043**	DRAW **043**	KEEP **044**	DRAW **044**
KEEP **045**	DRAW **045**	KEEP **046**	DRAW **046**
KEEP **047**	DRAW **047**	KEEP **048**	DRAW **048**
KEEP **049**	DRAW **049**	KEEP **050**	DRAW **050**
KEEP **051**	DRAW **051**	KEEP **052**	DRAW **052**
KEEP **053**	DRAW **053**	KEEP **054**	DRAW **054**
KEEP **055**	DRAW **055**	KEEP **056**	DRAW **056**
KEEP **057**	DRAW **057**	KEEP **058**	DRAW **058**
KEEP **059**	DRAW **059**	KEEP **060**	DRAW **060**

Raffle tickets 61–80

Cut along the dashed lines. Guests keep the left half; fold the right half into the draw box.

KEEP	DRAW	KEEP	DRAW
061	061	062	062
063	063	064	064
065	065	066	066
067	067	068	068
069	069	070	070
071	071	072	072
073	073	074	074
075	075	076	076
077	077	078	078
079	079	080	080

Raffle tickets 81–100

Cut along the dashed lines. Guests keep the left half; fold the right half into the draw box.

KEEP **081**	DRAW **081**	KEEP **082**	DRAW **082**
KEEP **083**	DRAW **083**	KEEP **084**	DRAW **084**
KEEP **085**	DRAW **085**	KEEP **086**	DRAW **086**
KEEP **087**	DRAW **087**	KEEP **088**	DRAW **088**
KEEP **089**	DRAW **089**	KEEP **090**	DRAW **090**
KEEP **091**	DRAW **091**	KEEP **092**	DRAW **092**
KEEP **093**	DRAW **093**	KEEP **094**	DRAW **094**
KEEP **095**	DRAW **095**	KEEP **096**	DRAW **096**
KEEP **097**	DRAW **097**	KEEP **098**	DRAW **098**
KEEP **099**	DRAW **099**	KEEP **100**	DRAW **100**