

THE CHRISTMAS PARTY STAFFING CHECKLIST.

December is the hardest month of the year to find good hospitality staff, and the dates everyone wants all land in the same three weeks. This is the checklist we would use if we were booking for you.

Festive uplift	+£3.00/hr
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New Year's Eve	+£6.00/hr
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Quote	within 60 minutes
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Minimum booking	4 hours
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Salt Social People · salt-social.co.uk · hello@salt-social.co.uk · 07414 494637 ·
Written quote within 60 minutes, 8am to 8pm.

— OCTOBER

Lock in the dates and the headcount.

List every date you need cover for, including the Fridays and Saturdays you think you can manage without. Share them with your staffing supplier now with rough numbers, even if the menus are not final. Names are easier to hold in October than in December.

Confirm team shape and service style.

Decide the service style for each date, because it sets the team size: plated needs roughly one waiting staff member for every 10 to 12 guests, buffets and sharing need fewer, bars need one for every 50 to 75 guests at peak. Agree who runs the team on the night and whether you need a Lead. See our [ratio guide](#).

Brief properly.

Send the venue plan, arrival door, uniform, menus with allergens, drinks list and prices, and the name of the person in charge on the night. Confirm age verification policy for the bar, usually Challenge 25. Ask for the names of everyone coming.

The first hour decides the evening.

Walk the team round the room before doors. Show the fire exits, the bins, the glass wash and where spare stock lives. If anyone is not right for the job, say so in the first hour. With us, that person is replaced at no charge.

Keep the good ones.

Tell your supplier who was excellent so you can ask for them by name next year. Pay attention to how quickly invoices, timesheets and any contingency are settled, because

that is how you know who to book again.

Ready to book? Our [Christmas 2026 page](#) has dates and rates, or send your dates for a written quote within 60 minutes.

QUESTIONS

Straight answers.

When should I book Christmas party staff?



Do Christmas rates cost more?



What should I send in the brief?



What if someone is not right on the night?



RELATED

Plan the rest of the event.

See the [whole rate card](#) and the instant estimate, or start a [full quote](#). Looking for shifts yourself? [Work with us](#).