

Corporate Party Planning Checklist - CB Crown Banquets, Noida

Define Your Goals

- What's the purpose? (Annual bash, award night, product launch, festive celebration)
- Set a clear budget
- Decide on the date and time
- Finalize the guest list (staff, VIPs, clients, partners)

Choose the Right Venue CB Crown Banquets

- Select the banquet hall size based on guest count (30200 Pax)
- Choose between Silver, Gold, or Platinum packages (Veg/Non-Veg)
- Consider CB High Tea for casual networking events
- Ensure accessibility and parking (Located in Sector 63, Noida)
- Visit the venue for a walkthrough and layout discussion

Food & Beverage Planning

- Finalize the menu snacks, mocktails, main course, desserts
- Confirm dietary preferences or restrictions (Jain, vegan, etc.)
- Consider live counters or themed menus for a wow factor
- Plan mocktails and soft drinks for daytime or dry events
- Arrange tasting if needed

Entertainment & Engagement

- Hire a DJ, live band, or acoustic artist
- Plan activities: team games, talent shows, lucky draws
- Setup a photo booth or red carpet entry
- Consider a professional emcee to keep the flow exciting

Corporate Gifting & Recognition

- Prepare branded gift hampers

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- Organize awards for top performers or fun categories
- Print certificates or mementos if needed

Communication & Coordination

- Send out save-the-dates and official invites
- Set up RSVP tracking
- Share dress code or event theme (formal, festive, fun)
- Coordinate event flow with the banquet team at CB Crown

Event-Day Essentials

- Assign on-ground coordinators
- Set up welcome desk with name tags or gift counters
- Prepare the event timeline and hand it to the host/emcee
- Keep a backup plan ready for surprises or tech issues

After Party Checklist

- Send thank-you emails or internal newsletters
- Share event photos/videos with attendees
- Collect feedback from guests or team
- Celebrate the team behind the scenes!

Why CB Crown Banquets is Perfect for Your Corporate Event

- Elegant dcor & stylish halls
- Customizable menus & premium hospitality
- Prime Noida location Sector 63
- Packages starting from 695++ per person
- No hidden charges transparent & professional service

Contact Details

Corporate Party Planning Checklist - CB Crown Banquets, Noida

- Book Your Corporate Event Today!
- Phone: +91 9667770609
- Email: info@crownbanquetnoida.com
- Address: H1A/25, Sector 63 Rd, Noida, Uttar Pradesh 201301
- Website: <https://www.crownbanquetnoida.com>