





PARTY PLANNERS' PLAYBOOK

Whether it's a stylish soiree or a casual get-together, we've got some important guidelines to keep everything running smoothly. Before you start sending out invites and planning the perfect playlist, make sure you're in the know with these must-follow tips. Let's make sure your event is not just memorable, but also building-friendly!

-  **Think Before You Party:** Every event is a big deal! Since it can impact the building's flow, make sure to chat with your Workspace Coordinator before rolling out the red carpet.
-  **The Dream Team:** No event is complete without the magic touch of our cleaning staff, Assistant Workspace Coordinator, Workspace Coordinator. One of them will be there to keep things running smoothly.
-  **Get the Green Light:** Before the fun begins, we'll give you a heads-up on any extra costs, like staff overtime, venue hire, or catering. Just be sure to get the thumbs up before going full party mode!
-  **Keep the Peace:** While guest events are exciting, they can shake up the daily groove. For any special requests, loop in the Workspace Coordinator for the final word from Executive Management.

