

National Post

Let's Party

National Post · Dec. 6, 2011 | Last Updated: Dec. 6, 2011 1:06 AM ET

December is the time for year-end parties, some of the often dreaded corporate variety. But whether hosting or attending, there are several simple things anyone can do to create an enjoyable evening, says Adeodata Czink, founder of consultancy Business of Manners.

Hosting: Plan well in advance the kind of party you want to host, the maximum number of people you want to attend and how much you want to spend. Then send out the invitations early -- including directions and expected attire -- and ask people to respond as soon as possible. On party day, do all the chores ahead of time so you're ready an hour before the first guest is expected.

Attending: Please RSVP and find out what you should bring. If it's an office party, you should attend even if it's not mandatory. Introduce your spouse to the boss and yourself to the boss's spouse. Don't talk business all night and let others talk, or as Czink rules, "Listen more, talk less." Show some moderation in attire, eating and drinking, and never be the last one to leave.

[Get the National Post newspaper delivered to your home](#)

© 2011 National Post, a division of Postmedia Network Inc. All rights reserved. Unauthorized distribution, transmission or republication strictly prohibited.