

■ Christmas Gift Planning Checklist

Planning corporate Christmas gifts doesn't have to be complicated. Use this checklist to keep your budget, branding, logistics, and internal approvals perfectly on track.

✓ Your Complete Checklist

■ Budget Setting	Confirm spend per recipient & total budget
■ Recipient List	Segment staff, clients, VIPs, contractors
■ Gift Selection	Choose products aligned with your brand & audience
■ Branding Requirements	Upload logo files & choose print method
■ Shipping Addresses	Collect accurate, up-to-date delivery info
■ Delivery Deadlines	Plan freight buffers for all states & regions
✓ Internal Approvals	Secure sign-off from marketing, HR, procurement

Need help choosing the perfect corporate Christmas gifts? The Cubic Promote team can recommend curated gift sets, branding options, and delivery timelines for any size organisation.