

Hints + Tips for Planning the Perfect Party

Music and Atmosphere	Good music gives a party atmosphere and can be a great way to help keep a party moving. This may be provided by hiring a band, DJ, karaoke machine, juke box or by simply spinning your own CD collection
Smoking	If your party is being held in a non-smoking household, make room for smokers. This can be done by creating a smoking destination such as a room with a fan blowing, or an outside area. If you don't have a place for smokers, ensure you let guests know in advance that it will be a non-smoking venue.
Lighting	Atmosphere can be created by using creative lighting. This magical experience can be created simply by replacing some bulbs with coloured lamps.
Parking	If you will be letting guests park on the lawn or in the backyard, let them know in advance in your invitation. You should also warn your neighbours in advance that you will be holding a party and that guests will be parking on the street. Why not try asking your neighbours about parking options also?
Seating	Consider the age of the guests that will be attending your event, and what seating will be required. Some parties may require removing the chairs from the party area, to create a bigger space for people to move around and mingle or dance.
Security	Sadly, nowadays security is a part of planning a party. You will need to consider door security, Invitation check lists, perimeter checks and local police integration.
Toilet Paper	Imagine getting stuck in the toilet with no toilet paper! Couldn't imagine anything else, imagine if it was one of your guests! Ensure you have stock of toilet paper for your event day, you will have a lot more guests than you are used to.
Scents	Scents can be a great way to create a relaxed atmosphere.
Garbage Bins	Make sure you have bins out so your patrons aren't stuck holding their rubbish
Invitations	Create invitations in advance to give to your guests, these can be done in a variety of ways. Technology is definitely becoming more advanced these days. You could even try theming your invitations to match the theme of the party.
Punch on arrival	Providing punch on arrival is a cheap way and easy way to ensure all guests have a drink with them.
Theming	Theming can be endless to match your venue, and guests and of course your taste, budget and choices.
Activities	Ever tried entertaining a number of guests? Why not try adding some activities or entertainment to do this for you. These may include things such as magicians, clowns, belly dancers, singers, impersonators

Tip: Hire a fog machine or a strobe light for your event. They are cost effective and always add wow factor!

10 Simple Steps to Planning your Party

1. Pick a date + time
2. Make a Guest List
3. Decide on a Party Theme
4. Buy Invitations, Address + Send
5. Plan What Food you will Require
6. Plan What Drinks you will Require
7. Plan your Music + Entertainment
8. Purchase Decorations Matching your Theme
9. Organise Cleaning, Security + Parking
10. Ensure Your Guests can get Home-
Don't Drink + Drive!

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