

# Party Planning Checklist

## What to think about first

- Create a party folder. (Put all your ideas and research in here)
- Determine the type of party (casual, formal, themed, elegant etc.)
- Set a date and time.
- Check with key friends and family if the date selected is suitable.
- Determine an affordable budget.
- Make a guest list - Remember to consider your budget.
- Choose your location and make a booking and obtain a public permit if required (at home, a venue or public area)
- Decide if you want finger foods, buffet, feasting station, sit down dining, bbq or other. Don't forget the cake if required.
- Determine what beverages you will supply and will you require glassware hire, ice tubs and ice.
- Will you require staff to assist with set up, food and beverage service + clean up.
- Work with the caterer to ensure your menu suits your needs, budget, taste and suits the theme of the party and its location.
- Before finalising your caterer ensure they are Gold License accredited and offer a guarantee for their services and products.
- When you are confident that you have the caterer that best suits your party pay a deposit and lock in the date.
- Book entertainment - DJ, Band, Magician, Palm Readers etc.
- Book hire - Glassware, Tables, Chairs, Heaters, Linen.  
(Remember your caterer can probably save you money by ordering this through them)
- Consider decorations, flowers and theming.  
(once again your caterer may also manage events and may be able to assist you with this)
- Determine a RSVP date. This date should be approx. 2 weeks prior to the event.
- Organise your invitations and include a map if the location is tricky. Make the RSVP date a week before you actually require it.
- Contact any friends or family that you want to help with the party.
- Contingency Plan - If outdoors, have a plan B for inclement weather.



**Call Flavours now on 1300 368 605 for a custom menu that will make your mouth water!**

## One or Two Weeks Before

- Confirm all your contractors eg - Caterer, Entertainment, Hire etc.
- Work out your outfit for the party. You will have no time on the day to think about this.
- Finalise the space and any decorations you may need to purchase.
- Go shopping for all your small items like candles, extra toilet paper, Thankyou Cards etc
- Finalise your music if you are not hiring a DJ etc.
- Follow up the guests who are yet to RSVP.
- Let your caterer know final numbers and make you final payment.
- Purchase your beverages if your caterer isn't supplying them.

## A Few Days Prior

- Clean the house so that on the day you just need to spot clean. Don't forget about outside.
- Charge you camera and video recorder.
- Make room in the fridge for the caterer.
- Think about if you wish to make a speech.
- Organise any late night snacks, coffee etc for those that party into the wee hours.



## The Day Before

- Spot Clean.
- Determine an area for any smokers and don't forget the ashtrays.
- Clearly sign the bathrooms and stock them with toilet paper.
- Make sure you have taxi service numbers on hand.
- Begin decorating and set up if possible.

## The Big Day

- Spot clean one last time.
- Pick up ice.
- Ensure your kitchen bin is empty.
- Finalise last of decorations and set up.
- Relax and Enjoy yourself!



## A Day or Two After

- Send thankyou notes.
- Create a photo album dedicated to that day.
- Email some photos to guests and relatives.
- Return any borrowed or hired party supplies.

**Call Flavours now on 1300 368 605 for a custom menu that will make your mouth water!**