

Party checklist



1 The details

- › What's your budget? _____
 - › What's the date? _____
 - › Where will it be held? _____
 - › Is there a theme? _____
 - › What time will it start? _____
 - › Do you need a weather plan B? _____
 - › What activities/entertainment will there be? _____
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2 Guests

- Put your guest list together
- Choose your invitations
- Send your invitations

3 Book it in

- Book your venue if required
 - Book any entertainment
 - Hire - chairs, tables, marquees etc.
 - Order your cake
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4 Food

- Plan out your menu
- Now you'll need a shopping list
- It's time to go shopping!

5 Decorations & Tableware

- Balloons
 - Foil Balloons
 - Bunting/Signage
 - Streamers
 - Cake topper
 - Candles
 - Cutlery
 - Cake stand
 - Cups
 - Straws
 - Loot bags
 - Prizes
 - Welcome sign
 - Tablecloth
 - Party hats
 - Drink dispenser
 - Napkins
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6 The day before

- Prepare food that can be made in advance
 - Decorate (don't do your balloons just yet)
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7 Last minute to do's

- Pick up your cake
- Prepare any food
- Chill your drinks
- Blow up your balloons