

PARTY PLANNER & CHECKLIST

1. Pick a **Date and Time**
2. Make a **Guest List**
3. Buy, Address and Send **Invitations**
4. Choose a **Party Theme**
5. Plan the **Food**
6. Plan for **Drinks**
7. Plan the **Music & Entertainment**
8. Plan and Buy **Decorations**
9. **Cleaning/Security/Parking**
10. Most important... don't drink and drive!



OUR PARTY

(Your notes here)

Compliments of OnlyParty

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ITEMS YOU MAY NEED

- Linens Cloths, Napkins, Colours
- Napkin Rings
- Games
- Toilet paper (loads)
- What happens if it rains?
- Photographer Videographer Camera
- Candles (candle lighting, other)
- Dress Costumes Clothing
- Gift Table > Information Table
- Hotel Reservations (Non Locals)
- Maps (to/from airport; other locations)
- Transportation - Taxi's home.
- Message Book
- Welcome Sign, Entrance Piece At Door
- Balloon Bouquets
- Buffets - Decor Signage
- Directional Signage (toilets)
- Music - Entertainment DJ Band Backdrop
- Roasts and Toasts Audio/Visual Needs
- Speeches

CONSIDERATIONS

Music and Atmosphere

Whether you hire a Band, DJ, Karaoke Machine, Juke Box or play your own music collection, music gives a party atmosphere and will help to keep the party moving.

CD's, DVD's, Records, iPod, Streamed Music, Radio, Television and video are all considerations.

Lighting

Creative lighting contributes to the atmosphere. Try replacing light bulbs with coloured lamps.

Seating

Consider the age of the guests and what seating will be required. Some parties may consider removing the chairs from the party area, to create more room for people to mingle or dance.

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Smoking

If your party is being held in a non-smoking household, consider an outdoor area for smokers or a room with a fan blowing. If it will be a non-smoking party, let your guests know in advance.

Presents & Gifts

It's always good to mention gifts and whether they are required so there is no confusion. Gift ideas is also a good idea. Often people will bring a small gift to a party even if the host says not to.

Lottery tickets, money vouchers, gift vouchers, wine, flowers and chocolates.

Accidents and Spills

Accidents do happen, so don't let an accident or spill ruin the party. Be prepared, have rags and cleaning materials on hand just in case. Spot remover, wipes and tishues.

Coffee & Snacks

Be sure to have coffee, tea and snacks to offer later in the evening. Cups, mugs, saucers, plates, milk, sugar and nibbles.

Neighbours

It's common courtesy to let your neighbours know you are having a party. Let them know the date, start and finish time, and any other useful information like whether the music might be loud.

Also let your neighbours know, the party will be registered with the local Police (see below).

Parking

Inform your neighbours and guests where there is parking. On the street, car park, nature strip etc.

Security

Security of the premises is now a part of planning a party. Consideration needs to be given to door security, invitation list checks, perimeter checks and local police integration.

Also consider security for gifts and areas of the venue.

End of Party - How to get home?

Make sure you have the phone numbers of a number of taxi services on hand. Consider pre-booking taxi's for your guests. Consider organising a car-pool for a group of friends.

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After Party Considerations

It has to be done... clean-up! Plastic bags, vacuum cleaner, cleaning utensils and materials and a rubbish bin to put it all in.

REGISTER THE PARTY

Every state in Australia has its own Party Register and tips how to enjoy a safe and fun party. See our web site for each state.

When you register, consider the following.

- The number of people likely to attend your party.
- If there will be alcohol
- Informing your neighbours
- Obtaining consent from the parents or guardians of underage drinkers
- Responsible serving and provision of alcohol
- Adult supervision or appropriate security
- A medical emergency plan

Please try to register your party at least one week before it is being held

Party hearty and have fun!

If you drink, then drive, you're a bloody idiot. TAC

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