



## Party Planner & Checklist

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



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

### Items worth remembering!

- Linens Cloths, Napkins, Colours
- Napkin Rings
- Games
- Toilet paper (loads)
- What happens if it rains?
- Photographer Videographer Camera
- Candles (candle lighting, other)
- Dress Determination
- 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



## Worth considering..

### Music and Atmosphere

Whether you hire a [Band](#), [DJ](#), [Karaoke Machine](#), [Juke Box](#) or simply spin your own CD collection, good music gives a party atmosphere and will help to keep the party moving.

### Smoking

If your party is being held in a non-smoking household, make room for smokers, like a room with a fan blowing. If you do not have a place for smokers let them know in advance that it is a non-smoking venue.

### Lighting

Creative lighting will contribute a lot to the atmosphere. Try replacing some bulbs with coloured lamps.

### Parking

If you will be allowing guests to park on the lawn or in the back yard, let them know in your invitation. Ask your neighbours about parking options or warn them that guests will be parking on the street.

### 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.

### Security

Security of the premises is sadly now a part of planning a party. Consideration needs to be given to door security, invitation list checks, perimeter checks and local police integration. See [Security Services](#)

### Extras

A scented candle in the bathroom is a nice touch. Extra rolls of toilet paper in easy view wont go astray.



## **Worth considering..**

### **Accidents and Spills**

Accidents are part of life. Don't let an accident or spill ruin the party. Have some spot remover, rags and cleaning materials on hand just in case.

### **Gifts**

It's always a good idea to bring a small gift to a party even if the host instructs you not to. Take a bottle of wine, flowers or chocolates to show your appreciation.

### **Coffee & Snacks**

Be sure to have coffee tea and snacks for later in the evening.

### **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.

### **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.

### **Party hearty and have fun!**

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