



Party Planning Checklist

Whether you're planning a party at home or in a function venue, the list below will help you prevent forgetting anything important

page 1/2



Hire A Party Planner / Designer

☐

Love the thought of having a party but don't want the stress that comes with it? Hire a Party Planner! Their purpose is to take charge of the production of everything on the day and the sourcing of all items required for hire to bring the party to life.

Unsure how to decorate for the event and how to utilise the available space to its full potential? That's where a Party Designer comes in. A party designer's main responsibility is to come up with a design concept that not only takes in your requested style but also considers how the event space will work and how it will affect your guests' experience throughout the night. They are the visionary who will work very closely with how you want the party to look and feel with and will ensure your personality is infused in the design of your event. A good designer would be there on the night to ensure that everything comes together as planned.

Making your venue look awesome is one thing but you also need to take into account how the flow of the room will work in creating a great party atmosphere. A great designer will plan to keep your guests together in one or two main areas. By doing so it creates a stronger party energy and atmosphere.

If you are unsure how to design and plan for a successful party and want to create something unique then hiring a Party Planner / Designer is the way to go. It's important to note that in some cases, mostly dependant on your event size, the Party Planner can double up as the Party Designer.



Choose A Date

☐

Pick a day, date and time that will allow as many of your guests to attend as possible. Take into account event dates such as long weekends as this may impact on the amount of guests that can make it.



Choose A Venue

☐

Choose a venue early as some venues book out months or even years in advance. Choose a venue that suits your style and number of guests. Remember - a smaller venue creates a better party atmosphere.



Set A Budget

☐

Make a list of all party expenses and place them in order from most important to least important. Ensure you allocate a larger budget for the things most important to you. Remember things that will make your party FUN and allocate funds accordingly.



Choose A Theme

☐

Choosing a particular theme or style will not only create a more successful party but will make it easier in the planning. Remember to stay true to your personality.



Hire From A Party Decorator

☐

Simply put, the party decorator (or hire company) is the supplier of the lighting, furniture, decor, sound systems and any other equipment required for your event. You can choose the equipment from the party decorator and set up and style your event on your own if you are confident in your decorating and styling abilities. Otherwise, most party decorators will give you the option to have them style and set up your event with the chosen equipment for you. Be mindful though as this comes with an added costs.



Create A Guestlist

☐

If you want your party to be fun you need to invite fun people. It is proven that extroverts love parties more than introverts but if you create the right atmosphere you can get even the most shiest guest having the time of their lives.



Send Invitations

☐

Create invitations that are fun, unique and make your party sound like an unmissable event. You want your guests to be excited about coming to your party and your invitation will help do this.



Choose Entertainment ☐

Choosing the right entertainment is crucial if you want your party to be successful. You need to keep in mind the layout of your venue and what all your guests will enjoy listening and dancing to. Adding activities will make your party more successful. Don't give your guests the opportunity to be bored.



Decor & Lighting ☐

This aspect of the party planning is sometimes overlooked. You need to remember that the right decor and lighting will enhance the party atmosphere. Ensure to choose decor and lighting equipment that fits in with your party theme and style.



Food & Drinks ☐

Choose food and beverages that appeal to the majority - not the minority. Be sure to make the choices unique and suitable to your party theme and style.



Table Decor ☐

Some parties can be a sit down affair. If so the table decor you choose can make a big impact. Choose decor that will enhance your venue and party style. Table linen also plays a big part in this.



Book The cake ☐

If you're going down the unique or customised cake route make you book in the cake well in advance. Don't be left disappointed by leaving it to the last minute.



Photography ☐

Don't go spending all that money and time on planning to not get save any memories from the night. A dedicated photographer will help record the events of the night and will catch parts of your party that you may miss. A photobooth may be a great alternative to a dedicated photographer as it not only captures footage from the night it create an added activity for your guests to keep entertained.



Plan For Parking ☐

If you are planning a party at home ensure you have adequate guest parking. Your guests should be able to access your event as easy as possible without causing issues to the neighbours to needing to worry about their vehicle throughout the night.



Create A cloakroom ☐

Allowing a safe and secure space for your guests coats and handbags will create a more relaxed atmosphere for everyone. Guests having to babysit these things will create a less relaxed atmosphere.



Gift Location ☐

Have it themed and ensure you have a dedicated space for them. Ensure it's in a central location easy for all guests to see but away from high traffic areas.



Talk To The Neighbours ☐

Avoid your party ending early or being affected by a visit by the police by giving your neighbours a heads up on the party and expected noise. If you let neighbours know what time you plan to finish they will be more tolerant of the noise.



Register Your Party ☐

A good idea is to register your party with the police. This will prevent police visits to your party from noise complaints and provides them with all your details in case you need to call them about gatecrashers. They may also do a quick drive by's to make sure all is going well.



Hired Help ☐

You don't want to be caught out having to manage everything during your event. Hiring bar or catering staff and cleaners will set your mind at ease so you have more time to enjoy your party.