

# PARTY PLANNING CHECKLIST

FEEL  
GOOD  
EVENTS

*Whether you're planning a party at home or at a function venue, the list below will help prevent you from forgetting the essentials!*



## Hire a Party Planner / Designer

Love the idea of having a party but don't want the stress that comes with it? Hire a Party Planner! They will take charge of everything on the day and will outsource the suppliers + items required for hire to bring your party to life!

Unsure how to decorate for the event or how to utilise the available space to its full potential? A party designer will create a design concept that not only takes in your requested style and personality, but considers how your event space will work and how it will affect your guests' party experience throughout the night.



## Choose a Date

Pick a day, date + 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.



## Set a Budget

Make a list of all party expenses and place them in order from most important to least important. Allocate a larger budget for the things most important to you and don't forget to consider what will make your party FUN.



## 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.



## 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 or Hire Company

This will be your supplier for lighting, furniture, décor, sound systems and any other equipment required for your event. You can usually choose between two service options - a DIY option where you hire the equipment & set up/decorate on your own; or a full hire, set up and styling option that is completed by professionals to save time and stress on the day if you are unable to set up the equipment yourself. Be mindful though of the added costs of this service.

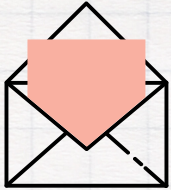
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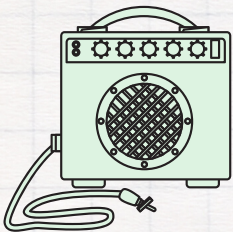
## Create a Guest List

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 shiest of guests having the time of their lives!



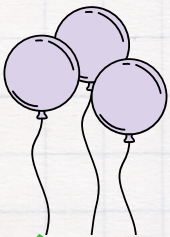
## Send Invitations

Create invitations that are fun, unique and make your party sound like an unmissable event. Your invitations should create anticipation for your party so that your guests feel excited to attend!



## Choose Entertainment

Choosing the right entertainment is crucial if you want your party to be successful. Keep in mind what all your guests will enjoy listening and dancing to. Prioritise your guests' experience and give them plenty to do so they don't get bored and leave early!



## Décor & Lighting

This party planning aspect is sometimes overlooked, but décor and lighting play a huge part in creating your party atmosphere. It is important to choose the right décor & lighting equipment that suits your party theme and style to enhance party energy.



## 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 Décor

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 wanting a customised cake, make sure you book it well in advance to avoid any disappointment!



## Photographer

It would be a shame to spend all of that money and time planning your event only to not have any memories to look back on! A photographer will help record the events of the night and will catch parts of your party that you may miss. A Photo Booth is a great alternative – it not only captures footage from the night, but is also a form of entertainment for your guests to have fun.



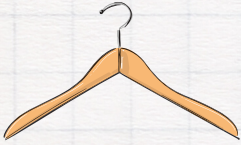
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## Plan for Parking

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 or needing to worry about their vehicle throughout the night.



## Create a Cloakroom

Providing a safe and secure space for your guests coats & handbags will create a more relaxed atmosphere for everyone. Guests don't want to babysit their belongings.



## 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.



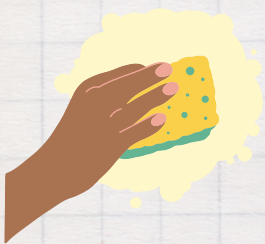
## Talk to the Neighbours

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.



## Hire 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.

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