

Party Planning

CHECKLIST

Dream Days
PARTY

Party Planning

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Details:

- ☐ Date and time of the party.
- ☐ Venue or location.
- ☐ Type of party (birthday, graduation, holiday, etc.).
- ☐ Theme (if any).
- ☐ Estimated number of guests.

Budget:

- ☐ Decorations
- ☐ Food
- ☐ Drink
- ☐ Entertainment
- ☐ Additional costs

Guest List and Invitations:

- ☐ Prepare a guest list.
- ☐ Send out invitations (via email, traditional mail, or online), include RSVP details.

Theme and Decorations:

- ☐ Choose a theme for your party.
- ☐ Plan and purchase decorations, including balloons, banners, tablecloths, centerpieces, and any other relevant items.

Food and Drinks:

- ☐ Decide on the type of food and beverages you will serve.
- ☐ Plan the menu and create a shopping list
- ☐ Arrange catering or plan for self-preparation.
- ☐ Purchase necessary ingredients.

Supplies and Equipment:

- ☐ Make a list of required supplies, such as plates, cups, napkins, utensils, and serving trays.
- ☐ Ensure you have sufficient seating and tables for guests.
- ☐ Rent or borrow any additional equipment needed.

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Entertainment and Activities:

- ☐ Plan activities or entertainment for your guests, such as games, a DJ, live music, or a photo booth.
- ☐ Make any necessary bookings or arrangements in advance.

Timeline:

- ☐ Create a detailed timeline for the party, including setup, arrival of vendors, start and end times for different activities, and cleanup.

Party Favors and Gifts:

- ☐ Consider providing party favors for your guests, if desired.
- ☐ Purchase or prepare small tokens of appreciation or thank-you gifts, if applicable.

Logistics:

- ☐ Arrange for parking or transportation, if necessary.
- ☐ Ensure the venue is clean and suitable for the event.
- ☐ Set up a designated area for coats and personal belongings.

Music and Sound:

- ☐ Create a playlist or hire a DJ to provide music during the party.
- ☐ Check the sound system or speakers in advance.

Photography and Documentation:

- ☐ Decide whether you want to hire a photographer or assign someone to take photos.
- ☐ Ensure you have a designated area for a photo booth, if applicable.

Follow-Up and Thank You:

- ☐ Send thank-you notes or messages to guests after the party.
- ☐ Evaluate the success of the event and note any improvements for future parties.

Notes:

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