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# ULTIMATE PARTY PLANING CHECKLIST

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## 1. BUDGET

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- To avoid overspending on unnecessary items, the first thing to do is come up with a realistic budget of what you want to spend.
- Plan well ahead. This will help you checkout for best deals and sales on almost everything you need.
- Once in a while during the planning stage, check to make sure you are still within your budget limit. If not, adjust your spending accordingly.
- Get friends and family to volunteer for task and jobs or contribute in whatever little way they can. Pay only for the things you absolutely have to pay for.

## 2. GUEST INVITATION

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- How many people do you want at your party? Start with a master list and cut down to whatever level you are comfortable with.
- Any special need? If you are planning a kids birthday, you may want to make sure the mothers are around to attend to the kids in case of any thing.
- Send invitation as early as possible. Most invitation get sent like a month ahead
- Send invitation to guest.
- Include everything your guest needs to know about the party like theme, color etc.

## 3. VENUE SELECTION

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- Pick a venue large enough to sit the guest but just small enough so the venue doesn't seems too sparse.
  - Will people be travelling? Then make sure the accommodation is not too far from the venue of the event.
  - Check out and make sure all the basic amenities are functioning. Little things like parking lots, running water, restrooms are important. Check them out and make sure it is functioning.
- Will the venue need extra decorations?

## 4. THEME

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- Get the major stakeholder involved in picking a theme.
- Make sure the theme you are picking suit the people involved and the guest).
- Pick a color.

- If in doubt, make a list of different theme ideas to guide your decision.

## 5. ENTERTIANMENT

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- Select your entertainer with the theme of the party. Will a band be playing or do you want a Dj
- If usingin a Dj, do not select al the music you want played at the party. Give room for the entertainer to make his selections
- Go over some of the playlist with your DJ.
- Make sure your entertainer checks out the venue well ahead of time in case there is any special needs like special lighting effects etc.

## 6. GIFT ITEMS

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- Order your party supplies and gift items.
- Label the gifts and arrange them in order by which you want to distribute them

## 7. CATERING

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- Arrange a meeting with your baker. Book well ahead of time once you settle on the type of cake you want.
- Pick a food vendor and make adequate arrangement for foods and drinks.
- Does any of the food need to be frozen?
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## 8. AUDIT AND ANALYSE

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- Did you achieve your goal?.
- Any special lesson learnt which needed to be noted down to help in planning your next party?.

