

PARTY CHECKLIST

BEFORE

- SET DATE
- GUESTLIST
- BOOK VENUE
- ENTERTAINMENT
- DECORATIONS
- PLAN FOOD

30 DAYS BEFORE

- PAY HALL BALANCE
- PAY HALL BREAKAGES DEPOSIT
- SUPPLY PUBLIC LIABILITY INSURANCE FOR OUTSIDE SUPPLIERS, ENTERTAINMENT ETC
- CONFIRM GUESTLIST

WEEK BEFORE

- BUY FOOD
- BUY DECORATIONS
- BUY CAKE
- BUY REFRESHMENTS
- CHASE UP ANY OUTSTANDING RSVPS

ON THE DAY

- BIN BAGS - YOU WILL BE TAKING YOUR RUBBISH HOME WITH YOU
- TEA TOWEL FOR WASHING UP
- LIGHTER OR MATCHES FOR CANDLES
- TEA/COFFEE/SUGAR/MILK
- PHONE CHARGER - PHOTOS DRAIN YOUR BATTERY!
- KNIFE FOR CAKE CUTTING
- NAPKINS OR KITCHEN ROLL

ENTERTAINER INFO

SHOPPING LIST