



Party Planning by SAVVYPLANNING123.com

Answer these questions and let's get this PARTY STARTED.... RIGHT!!!

1. Who is the party for?

2. When is the party?

3. Where will you have the party?

4. Why are you having a party?

5. How many people will be invited?

6. What is the theme?



Party Planning by SAVvyPlanning123.com

Once the above questions are answered, here is a checklist of things to consider. This is not all inclusive, but thought starters for you:

Invites

- Done yourself by hand or online
- Ordered through a printing company

Food and Beverage

- Pot Luck food brought by the guests
- Order from a place and pick up
- Hire a caterer

Alcohol

- Everyone old enough to drink
- Prepare for people who need to stay overnight

Serving Items Plates, Cups, Cutlery, Serving Spoons

- Paper products
- Fine China

Weather and back up considerations

- Indoors – facility handling the number of guests
- Outdoors – have a tent, back up for indoors if the weather doesn't cooperate

Seating

- On-hand or ask guests to bring extra chairs
- Rentals for chairs and tables

Décor

- Buy or create it on your own with your theme in mind
- Hire people to decorate or find volunteers to help you

Music

- Do it yourself playlist
- Hire a DJ or Band