



Party Planning check list...

2 - 3 Months

- Set a date
- Create a guest list
- Establish a party budget
- Book your DJ Company
- Find a party location
- Select a party theme

1 Month

- Order of make party invitations
- Purchase decorations for party theme
- Plan menu / Hire caterers

2 - 3 Weeks

- Send out party invitations
- Make a list of the 'must played tunes' you will want at the party and notify DJ company
- Purchase non-perishable food for party if no caterer
- Purchase disposable plates and plastic cups
- Purchase any gifts needed

1 Week

- Confirm guests and give numbers to caterer

1 day before or on the day

- Decorate the venue
- Prepare foods if no caterer
- Get camcorder or camera together (also check batteries)
- Mark the outside of the venue with balloons or a banner so your guests no they have the right place when they arrive.
- And have fun...