



## Party Planning Checklist

When it comes to entertaining, you can never be too organized! Print this simple checklist, or consult our expert team to make sure you have everything under control.

### THE ROOM

- Party Planner, Consultant or Meeting Planner
- Location
- Caterer
- Liquor
- Bartenders
- Servers
- Linens  Cloths (to floor?)
- Napkins, Colors
- Tables
- Chairs
- Chair Covers
- Menu Planning
- Cake
- Votives, Votive Candles
- Napkin Rings
- Table Candy  Bowls
- Table Games
- Bar Candy  Bowls
- Glitter or Confetti
- Bathroom Florals
- Other Locations (list)

### INVITATIONS/RSVP/Other Printed Items

- Invitation to Ceremony, Party, Benefit or Main Event
- Invitation to Reception (if applicable)
- Response Card  Response Envelope
- Bus Card  Kids Only  Out of Town Guests
- Donation Card
- Directional Card
- Other...  Luncheon  Brunch or \_\_\_\_\_
- Calligraphy  Invitations  Seating Cards
- Cocktail Napkins  Matches
- Programs  Agenda  Newsletter



#### Giveaways/PRIZES

- T-shirts
- Caps
- Tricks
- Theme-Oriented Items
- Premiums (Items with company logo for corporate event)

#### OTHER

- Photographer
- Videographer
- Candle stands/holders/candelabras
- Lighting
- Dress Determination:  Casual  Dressy Casual  Dressy  Optional BT  BT
- Gift Table  Information Table

#### OUT OF TOWN GUESTS

- Hotel Reservations
- Weekend-at-a-Glance or Itinerary/App/Website
- Maps (to/from airport; other locations)
- Welcome Gifts, Totes, Baskets
- Transportation
- 2nd Mailing to Out-Of-Town Guests  Calligraphy

#### DECORATIONS

- Sign-in Board
- Message Book
- Centerpieces
- Welcome Sign
- Entrance Piece At Door
- Band Backdrop
- Balloon Bouquets/Arches
- Buffets-- Decor
- Buffets-- Signage
- Ceiling Treatment(s)
- Outside Lobby Area
- Sign Over Seating Cards
- Directional Signage
- Easels
- Other...Theme Oriented
- Company Display (if applicable)



ENTERTAINMENT

- DJ
- Band Type \_\_\_\_\_
- Music During Cocktails
- Caricaturist
- Magician
- Balloon Magic
- Clowns  Jugglers  Mimes Other \_\_\_\_\_
- Photo favors
- Special Presentation: Emcee \_\_\_\_\_ Presenter \_\_\_\_\_
- Roasts  Toasts \_\_\_\_\_
- Audio/Visual Needs?
- Other...Theme Oriented