

Party Planning Worksheet

The Room

Check that you have all of the following things: 1) ordered, 2) delivery arranged for, and 3) set up (you could use this part of the check list three times)

<input type="checkbox"/>	Location
<input type="checkbox"/>	Security – Have you arranged for security to screen for intoxicated guests, door crashers etc.?
<input type="checkbox"/>	Insurance arranged/confirmed <i>Find out if your planning committee needs to have insurance beyond what the location you have booked offers (e.g. host liability).</i>
<input type="checkbox"/>	Linen (tablecloths for all tables, including registration/sign-in)
<input type="checkbox"/>	Napkins Colour: _____
<input type="checkbox"/>	Food
<input type="checkbox"/>	Decorations: (e.g. arches, balloons, glitter or confetti, flowers)

Invitations and Other Print Materials

Check that you have these items ordered, edited, and delivered (you could use this part of the check list three times)

<input type="checkbox"/>	Invitation to party, dinner, dance, or main event
<input type="checkbox"/>	Direction card/maps
<input type="checkbox"/>	Call Me Contract (copies for each person attending)
<input type="checkbox"/>	Programs for the evening (optional)
<input type="checkbox"/>	Dress Determination – <i>Have you told the guests what type of attire is expected? For example: casual, dressy casual, dressy, Black Tie optional. This information can be included somewhere on the invitation.</i>

Other details

The following details may be optional depending on your budget or the type of event you're planning. If you decide to have these details don't forget to book far ahead and reconfirm closer to the date.

<input type="checkbox"/>	Fundraising
<input type="checkbox"/>	Photographer
<input type="checkbox"/>	Videographer
<input type="checkbox"/>	Lighting (<i>do you have any special lighting needs? E.g. Strobe light</i>)
<input type="checkbox"/>	Information table/check in table (<i>Where will it be? Who will staff the table?</i>)
<input type="checkbox"/>	Transportation – <i>Have you arranged information to be posted about local taxis, reminders to not drink and drive, or arranged transportation for guests?</i>

Decorations

Your budget and the theme you have chosen will decide the type of (and how many) decorations you get.

<input type="checkbox"/>	Theme: Do you have a theme?
<input type="checkbox"/>	Centre Pieces
<input type="checkbox"/>	Welcome Sign
<input type="checkbox"/>	Balloon Bouquets
<input type="checkbox"/>	Signs directing guests where to go
<input type="checkbox"/>	Lobby Area – <i>Are you decorating the lobby area? Do you have permission of the location manager to do this?</i>
<input type="checkbox"/>	Entrance Area – <i>Are you decorating the entrance to the rooms that you have booked?</i>
<input type="checkbox"/>	Seating Cards – <i>If you have prearranged seating you will need to have a system of directing guests to their seats. For example, a table with place cards in alphabetical order accompanied by a seating chart.</i>
<input type="checkbox"/>	Easels – <i>Do you need an easel to hold any signs? Does your location provide these or do you need to get them yourselves?</i>
<input type="checkbox"/>	Other theme based decorations:

Entertainment

Don't forget to book your entertainment well in advance and to confirm everyone before the event.

<input type="checkbox"/>	DJ or Band
<input type="checkbox"/>	Toasts or special speeches <i>Make a list of who your special speakers are and an outline of what they will be saying (e.g. greetings from the principal, best wishes from the organizing committee, reminder to not drink and drive from OSAID). Do any of your speakers have special audio/visual needs (e.g. DVD and screen for a video/slide presentation)? You will need to book this equipment before the night of the event.</i>
<input type="checkbox"/>	Party favours/memories <i>Be sure that you have ordered enough and that you have confirmed that your party favours will be delivered before the grad. Avoid favours that encourage guests to drink at the official event or the after parties (e.g. beer steins, wine glasses, flasks).</i>