

Party Planning Checklist Form

Beforehand

- Licence: check if you need a licence for the premise you are using. In the UK a Temporary Events Notice is needed - no more than 499 people are allowed at the event and you apply to your local council around three weeks in advance.
- Collect a list of local hotels/bed & breakfasts/motels in case people want to stay overnight after the party
- Provide directions to the hall for those who don't know the area
- Check that there will be suitable parking at the venue
- Is there disabled access/toilets if needed?

Birthday party planning is a big undertaking and it's a good idea to have a few trusted people to help you with some of the jobs.

You may need people to:

- Help on the door (welcoming and/or security)
- Organise the food
- Set out the room - tablecloths, candles or tea-lights, lighting generally, chairs and tables
- Put balloons/decorations on the outside door and/or tables and chairs
- Set aside a gift area if appropriate
- Look after the drinks table - if you do not have a bar, you may be selling/giving away your own drinks. This job also involves getting cold bottles and ice from the fridge.
- Organise the music - if you do not have a DJ or live band, you may need someone to play CDs etc
- Keep smokers quiet outside, if the venue is in a residential area
- Clear up the room and/or outside area at the end

Things you may need on the night

- Balloons/decorations
- Container for money and float if selling drinks
- Ice
- Sign for cost of drinks if applicable
- Sign for smokers if applicable (eg. "Please keep noise to a minimum")
- Blu-Tack for any signs
- CDs/CD player/other music
- Kitchen Roll and/or napkins
- Cups/plates if serving food
- Cloths in case of spillage
- Tea towels for any washing up at the end
- Black bags for rubbish at end

Remember

- Make sure helpers/live band/caretaker have drinks and/or food - keep these important people happy!
- Say a public thank you to people who have helped

Have a great celebration!