



PARTY PLANNING

Date:

Time:

	Details	✓
VENUE		
Availability checked		
Contact details for venue		
Booked		
Paid for		
Picking up/dropping off keys		
Plan layout		
Clearing up plans		
Wipes		
Bin bags		
Tea towels/washing up/sponges		
Set up venue		
THEME		
Choose theme		
Decorations made/bought		
Fancy dress for child if needed		
INVITES		
Invitations bought or made		
Invitations sent		
RSVPs - acceptances		
ENTERTAINMENT		
Options		
Cost		
Deposit paid		
Arrival time		
Set up requirements		

	Details	✓
GAMES		
Plan games		
Check timings		
Make up music playlist		
Set up music player / check it works		
Arrange prizes for games		
Get someone to run the games		
FOOD		
Decide on food		
Agree budget		
List of food needed		
Cutlery/napkins/plates needed		
Food prepped		
Food delivered		
CAKE		
Ordered		
Date of delivery		
Ingredients purchased		
Take sharp knife to venue		
PARTY BAGS		
Bags bought/made		
Fillers ordered/bought		
Bags made up		
SET UP		
List of timings / set up		