



# Party checklist

## for an 'unforgettable' party!

Are you organising a party and do you want to make it unforgettable both for the guests and for yourself – and I do mean unforgettable? Then use this party checklist to stay on top of every detail! Because there are a few things you'll definitely need to think of before, during and after the party. We'll list them for you so that you can look forward to a successful party, with no stress!

### Before the party

#### Phase 1

- Checklist      Print this checklist and add any other item that's important for your party.
- Budget      Create a realistic budget and stick to it. Give yourself enough of a margin for unexpected circumstances.
- Guest list      Compose your guest list.
- Date      Choose a date. If there are guests who absolutely must attend, check the dates with them in advance. And if you have your eye on a specific location, it's best to choose more than one possible date.
- Location      Choose a Location.
- Theme      Use a theme: a combination of eye-catching colours, a particular style or a simple symbol or figure that is repeated throughout the decorations.
- Photographer      Ask around for the name of a good photographer who fits your budget.
- Clothing      Make that shopping trip now, so later there's no need for rushing to put your new outfit together.
- Food and drink      Will you work with a caterer or do it all yourself? If you're doing it yourself, then it's best to choose a menu that you can prepare in advance so that you'll have the chance to enjoy yourself at the party!

#### Phase 2

- Invitations      Give your invitations a touch of originality: the more personal, the better! And don't forget the special postage stamps and envelopes as well. Afterwards, keep a list of who has already confirmed attendance.
- Activities      Think of an activity suitable for all ages! Bouncy castles, a photobooth with accessories, a humorous quiz ...



## Phase 3

- Menus Create your menus in the same style as the invitations.
- Party favours Provide favours for your guests, because everybody secretly likes getting little presents.
- Materials If you're holding a party at your home, it's best to get started on time with getting together the materials: chairs, tables, dishes ...
- Party decorations Sensational party decorations and tabletop decorations will make it an unforgettable party! A welcome poster, bunting, napkin stickers ... The possibilities are endless.
- Shopping list Hang a shopping list up at home in a prominent place so that you can add to it every time you think of something: ingredients, decorations, favours, dishes ...

## Phase 4

- Shopping Time to head to the store with your shopping list!
- Final preparations Go through the plan with your caterers and/or prepare a part of the food yourself the day before. If you're holding a party at home, then you should also prepare the party set-up and make sure that everything is ready and waiting when your guests arrive.
- Camera Have your (fully charged) camera ready!

## During the party

- Divide and conquer Divide the tasks among multiple people so that everyone will have a chance to enjoy the party!
- Photos Invite your guests to use your camera to take snapshots. The result will be lots of variety in the photos.
- Keepsake Give your guests a party favour to take with them.

## After the party

- Congratulations! You can give yourself a big pat on the back for the excellent organisation!
- Clean-up After the party, don't be shy to ask for some help with the clean-up.
- Memories Gather the most beautiful memories in a photo album or as wall decoration. (\*)
- Thank-you note A number of weeks after the party, send a thank you note expressing appreciation for their attendance and gifts.

Have a look on [www.smartphoto.co.uk](http://www.smartphoto.co.uk) for some great designs!