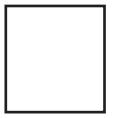


# Party Planning



## When Arranging The Party

- Create a guest list
- Create a party budget
- Pick the theme or decoration
- Pick a venue & book it
- Decide the menu & drinks
- Create the menu & shopping list
- Decide activities & games/
- Write and send party invitations
- Book any entertainment / DJ
- Buy disposable plates/cups/cutlery

## A Few Weeks Before The Party

- Buy birthday games & game items
- Buy the balloons
- Enlist any party helpers
- Dig out banners, utensils and platters
- List any other supplies needed
- Book any rental equipment, bouncy castle
- Buy film & video tapes for cameras
- Buy sweets and toys fillers
- Place RSVP guest list & pen by the phone

## A Few Days Before The Party

- Do any heavy cleaning
- Order the cake
- Order the flowers
- Buy non-perishable food & beverages
- Buy birthday candles
- Buy matches
- Buy any freezer foods
- Schedule the activities
- Call non RSVP guests

## The Day Before The Party

- Check the camera batteries
- Clean the party area
- Make space in the fridge
- Buy bin bags, tin foil & cling film
- Arrange gift bags
- Confirm the entertainment
- Select the music
- Defrost any frozen foods
- Clean the toilets
- Wash any outdoor surfaces
- Charge the video camera
- Decorate the party area
- Childproof the party area
- Gather games or activities
- Prepare food to go in the fridge overnight

## The Day Of The Party

- Collect the cake, ice and balloons
- Decorate outdoor party areas
- Set up party games
- Gather plates and cutlery
- Prepare perishable food
- Restock toilet paper, hand towels, and soap
- Secure any pets

## Other Tasks For The Party / Guests

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