



Party planning checklist

A month before the party

Activity	Completed
Make an invitation list.	
Decide on a theme and what entertainment you want.	
Set a budget.	
Research venues for the party. Use Function Fixers free service to help you find a space, stress free.	
Visit the venues and discuss what they can provide such as catering.	
Send out your invitations.	
Research entertainment, decorations and accessories.	
Organise catering or make a list of the food to buy if you are providing it yourself.	
Purchase party decorations and accessories.	
Book entertainment if required.	
Order cake if required.	





Day before the party

Check with the venue that everything is ready their end.	
Purchase food and drinks if required.	
Do any decoration preparation possible such as balloons.	
Choose what you are going to wear.	

Day of the party

Collect cake.	
Prepare food and chill drinks.	
Set up the venue or room.	
Get yourself ready and enjoy the party.	

