

# Party Checklist

◇ The date, time and venue have been set

◇ Guest numbers have been confirmed

◇ The theme has been chosen

◇ Food has been organised

◇ Will you need a marquee

◇ Grass Surface

◇ Hard Surface

◇ Area Size

◇ Furniture:

◇ Chairs

◇ Tables

◇ Linen:

◇ Tablecloths (linen/plastic)

◇ Chair Covers

◇ Crockery:

◇ B&B Plates

◇ Dinner Plates

◇ Bowls

◇ Cutlery:

◇ Knives

◇ Forks

◇ Spoons

◇ Glassware

◇ Wine

◇ Champagne

◇ Beer/Tumblers

◇ Catering Equipment:

◇ Bain Marie

◇ Chaffing Dishes

◇ Spit

◇ Pie Ovens

◇ BBQ

◇ Heating:

◇ Patio Heaters

◇ Fire Bin

◇ Miscellaneous:

◇ Serviettes

◇ Candles

◇ Ice Buckets

◇ Room Decorations:

◇ Balloons

◇ Banners

◇ Red/White Carpet

◇ Table Decorations:

◇ Balloons

◇ Candelabra

◇ Scatters

◇ Entertainment:

◇ Karaoke Jukebox

◇ Frozen Cocktail  
Machine

◇ Lighting

◇ Fog Machine

◇ Dance Floor

◇ Relax, take a deep breath, we're here to help you.

