

# Party Planning Checklist



UK MOBILE DISCOS

Task	Completed
Save the date – tell those who are most important to the event to also mark it on their calendar.	
Book a venue.	
Make a list of the people you want to invite.	
Send out invitations. You can do this via email, message, post or phone. Facebook events are also a popular and modern way to invite people and keep them informed but remember not everyone uses social media. For a more formal event people still expect a paper invitation.	
Plan the music – booking a good DJ in advance is important to secure the date. Remember the music plays a vital role in the party's overall atmosphere. Make a list of songs you would like played.	
Plan the food and drink – you might need to coordinate with the venue and/or catering company at this point. If you are organising the cooking yourself, write a shopping list. Highlight what you can buy in advance and what needs to be bought fresh. Don't forget to include serving dishes if necessary.	
Plan the layout of the room(s). If your event is at a venue then you need to coordinate with the manager to do this.	
Plan the décor – make a list of what you need and spend some time researching the options. Keep your decision in budget but keep in mind the atmosphere you want to create.	
Make a list of any additional equipment you might need? Cars, chairs, tables, as above shop around suppliers.	
Think about lighting – another task to discuss with the venue manager if appropriate.	