

Let's Party!

Top tips for organising your party

One month before

- Book venue/pay deposit
- Make invitation list
- Plan a theme
- Send out invitations (remember to put RSVP date and ask about dietary requirements)
- Discuss room decoration options with the venue

Three weeks before

- Buy any decorations/theming
- Rope in any help from family/friends
- Coordinate menu choices with venue
- Order cake (if not baking one!)

Two weeks before

- Organise party favours/gift bags if necessary
- Book flowers and balloons

One week to go!

- Chase any non-replies
- Confirm attendance numbers with venue (and any special dietary requirements for guests)
- Pay balance
- Confirm access time to venue, to decorate
- Send Woodpecker Café insurance liability documents for third party service providers/entertainment

On the day!

- Put together a box of essentials - blue tac, ribbon, scissors, sticky tape
- Pick up cake/flowers/balloons
- Arrive at venue and RELAX - we will take care of the rest!