

Party Planner Checklist

INVITATIONS/RSVP/Other Printed Items

- Invitation to Ceremony, Party, Benefit or Main Event
- Invitation to Reception (if applicable)
- Response Card Response Envelope
- Bus Card Kids Only Out of Town Guests
- Donation Card
- Directional Card
- Other... Luncheon Brunch or _____
- Calligraphy Invitations Seating Cards
- Cocktail Napkins Matches
- Kipots
- Programs Agenda Newsletter

THE ROOM

- Party Planner, Consultant or Meeting Planner
- Location
- Caterer
- Liquor
- Bartenders
- Linens Cloths (to floor?) Napkins, Colors
- Menu Planning Cake
- Votive's, Votive Candles
- Napkin Rings
- Table Candy
- Table Games
- Bar Candy
- Glitter or Confetti
- Bathroom Floral's Other Locations (list)

DECORATIONS

- Sign-in Board
- Message Book
- Centerpieces
- Welcome Sign
- Entrance Piece At Door
- Balloon Bouquets
- Buffets-- Decor
- Buffets-- Signage
- Ceiling Treatment(s)
- Outside Lobby Area
- Sign Over Seating Cards
- Directional Signage
- Easels
- Other...Theme Oriented
- Company Display (if applicable)

ENTERTAINMENT

- DJ
- Music During Cocktails
- Caricaturist
- Magician
- Balloon Magic
- Clowns Jugglers Mimes Other _____
- Palmreaders, etc.
- Handwriting Analysis
- Photo favors
- Tattoos
- Special Presentation: Who to emcee? Who to present?
- Roasts Toasts Audio/Visual Needs?
- Other... Theme Oriented

GIVEAWAYS/PRIZES

- T-shirts
- Caps
- Glow Necklace Earrings Glasses
- Tricks
- Theme Oriented Items
- Premiums (Items with company logo for corporate event)

OTHER

- Photographer Videographer
- Candles (candlelighting, other)
- Dress Determination
- Casual Dressy Casual Dressy Optional BT BT
- Gift Table Information Table

OUT OF TOWN GUESTS

- Hotel Reservations
- Weekend-at-a-Glance or Itinerary
- Maps (to/from airport; other locations)
- Welcome Gifts, Totes, Baskets
- Transportation
- 2nd Mailing to Out-Of-Town Guests Calligraphy
- Oriole Tickets
- Zoo Tickets
- Delmarva Shorebirds Tickets
- Other _____

It should not be implied that Joel Scott DJ Services provides any of the above items or services, except if written into contract.

This is only a checklist to help you organize your event.