

# 10 STEPS TO

## planning a party



### 01. Venue

Step one would be to look at all different venues and see which one best suits the party atmosphere you are wanting to create!

Determine a realistic budget early on to guide your decisions and avoid overspending.

### 02. Budget



### 03. Secure a date

If you have your heart set on a certain date, get it booked in as soon as possible!

Send out your save the date as soon as possible. Guests love having time in advance to plan.

### 04. Send save the date



### 05. Pick your suppliers

Having a great DJ or entertainment for your party can be key in creating the perfect atmosphere!

Think about what kind of food you would like. Are you wanting a chilled pasty and peas vibe or evening pizza? Perhaps a grazing station?

### 06. Choose your menu!



### 07. Collect guest dietaries

Collecting guest allergies and dietaries as soon as you can will ensure your party runs as smoothly as possible!

Choosing your décor and theme is so much FUN! Create mood boards, speak to your venue to see if they offer décor and enjoy it! It shouldn't be stressful.

### 08. Choose your decor/theme



### 09. Final checks

Make sure everything is set to run how you imagined it would.

The party planning is done! Throw on your glad rags and get the party started!

### 10. Let the party start!

