



MY EVENT PLANNER

Designed especially for you so you spend less time planning and more time having fun!

Event Name:
Event Date:

	We Recommend	Done
BIG PICTURE		
Decide on a date and time	4-6 weeks prior	
Decide on a theme	4-6 weeks prior	
Establish a budget	4-6 weeks prior	
Research, get quotes & Book third parties. Eg. Caterers, party hire, decorations, entertainment, venue.	4-6 weeks prior	
Create your guest list	4-6 weeks prior	
Invitations: email or mail	4-6 weeks prior	
Other		
GET EXCITED		
Assemble your team	4 weeks prior	
Make a list of all the party supplies you need to buy or hire	4 weeks prior	
Decide on the music	3 weeks prior	
Plan the menu and write a food shopping list	3 weeks prior	
Place orders with any third party suppliers	3 weeks prior	
Decide on how to decorate the venue	3 weeks prior	
Other		

Turn the page... There's more!

	We Recommend	Done
GET READY		
Follow up with guests yet to RSVP	2 weeks prior	
Purchase non perishable food & drink and any smaller supplies or decorations	2 weeks prior	
Check/confirm details with all third party suppliers	2 weeks prior	
Prepare, buy or download your music play list	1-2 weeks prior	
Order any special items like balloons, flowers, meats, bread rolls, pastries	1-2 weeks prior	
Decide on who will be the official photographer if you're not hiring one	1-2 weeks prior	
Check the camera is charged and ready to go	3 days prior	
Check all equipment you'll need to use especially gas for the BBQ, microphone, sound system	3 days prior	
Shop for everything you need except the things you need fresh for the day	2-3 days prior	
Send a reminder email or text your guests	1-2 days prior	
Confirm final details with the venue & third party suppliers	1-2 days prior	
Buy all fresh food	1-2 days prior	
SHOW TIME - ON THE DAY		
Check venue is clean	+ 4 hours	
Make sure you have plenty of soap, hand towels & toilet paper	+ 4 hours	
Thaw any frozen items	+ 4 hours	
Shop for all perishable/fresh items like meat, seafood & bread rolls	+ 4 hours	
Prepare the food	+ 4 hours	
Pick up fresh or cold items like ice	+ 3 hours	
Chill the beer, wine, champagne & soft drinks	+ 2 hour	
Set up the venue	+ 2 hours	
Get your gear on	+ 1 hour	
Get the music on	+ 30 min	
Breathe, have a drink & enjoy before your guests arrive	+ 20 min	
AFTER THE PARTY		
Send your guests a thank you email with a link to the functions photo album	within 2 weeks	



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