




FANTASIA

Sight & Sound ^{INC.}

Party Planner

To help you plan your party, here is a list of many of the things you may need to do to assure a successful party.

1. Assemble party planning committee.
2. Set a date and time for party.
3. Will party have a theme? (Order theme props)
4. Determine number of guests. (Age, dress code.)
5. Set a budget.
6. Will party include dinner?
7. Decide dinner style
 - *Sit down
 - *Buffet
 - *Co-op: Names A-H=chips & dips, I-Q=fruits & veggies
R-Z=desserts
8. Book facility/room/location
9. If wanting to use City Parks, reservations should be made by call Parks & Recreation department.
10. If private residence is used, notify neighbors in person or with flyer with regards to parking, time, music, etc.
11. Reserve Fantasia for music entertainment
12. Does location have a dancefloor
13. Hire caterer and plan menus.
14. Are decorations to be used? If so, appoint decorating committee.
15. Are costumes required? List for guests of local costume shops.
16. Is alcohol to be served? Provided by?
17. List of designated drivers
18. Is extra liability insurance needed?
19. Is event security needed?
20. Brief speech by host/party thrower
21. Is additional seating or table arrangements needed?
22. For outdoor events, is there plenty of shade/canopies
Are restroom facilities near by
Are power generators needed: adequate power supply close by
What to do in the event of bad weather
Insect repelling candles
23. Draft up invitations/posters with map if necessary
Call everyone who has not R.S.V.P.'d
24. Assemble clean-up committee with trash bags
25. First Aid kit
26. Prizes/Giveaways/Awards/Gift Certificates: Tickets for drawings
27. If event is near water with children present, who watches children
28. If fireworks are to be used, check with local Fire Dept. (Regulations, code, fire extinguisher)
29. If event is a fundraiser and tickets are sold design tickets / print tickets / ticket outlets / entrance hand stamp
30. Contact media for Public Service Announcement, coverage etc.
31. Noise ordinance
32. If party goes over planned end time does that affect...
33. Summertime outdoor sporting activities (i.e. softball, tug-o-war, frisbie, volleyball, badminton, croquet) who brings equipment?
34. Make sure to bring check with balance due for caterers
35. If co-op Bar-B-Q, plenty of materials for cooking

