

TADDY'S TUNES

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Tips for a Successful Party or Event

The following is a timetable for planning a party. It may be helpful not only as a guideline for when things need to be done, but also to help you think of all the things you might need to do. Please be aware that this is not intended as a list of "what you must do," instead, view it as a list of potential things to do.

GETTING STARTED

Determine the type of party (formal, special occasion, holiday, etc.)
Decide if you want drinks, finger foods, buffet, full meal, or other
Pick your party theme
Decide amount of guests you would like to invite
Set a date, time, and place for your party
Determine a RSVP date
Search, investigate and book your location also pay any deposit
Make a shopping list -- including small items like napkins and candles etc
Make lists of tasks that can be done in advance and those for party day

NEXT THINK BUDGET!

Decorations, including flowers, plants, or props
Food and beverages
Other services (caterer, parking attendant, wait staff, etc.)
Invitations and postage
Rental space
Entertainment (music, DJ, etc.)
Tables, chairs, and other equipment rentals
Other miscellaneous expenses

FOUR TO SIX WEEKS PRIOR

Put together your guest list and gather addresses and phone numbers
Order invitations
Purchase decorations, paper goods, and other supplies
Contract for any services (caterer, entertainment, etc.)
Plan your menu and purchase non-perishable foods and drinks
Contact any friends or family you want to help with the party
Address and mail your invitations
Pick out the music
Contract for any equipment rental (chairs, tables, etc.)

ONE TO TWO WEEKS BEFORE

Confirm any friends, family, and hired service people working the party
Pick out your party outfit and have it cleaned
Finalize the space layout and decorations
Shop for bulk of perishable food

TWO TO THREE DAYS BEFORE

Clean your house if party is at home
Begin decorating
Gather your supplies and equipment together
Shop for any last-minute food or supplies
Touch base with contracted services
Assign specific tasks to your volunteer assistants
Make preparations for cleaning up, returning equipment, etc.

THE AWAITED DAY

Finalize the decorations and place settings
Instruct any hired and volunteer helpers
Relax and enjoy yourself!

AFTER THE PARTY ENDS

Thank you cards – possibly with photos
Collect photos and save in photo album for good memories