

Party Checklist

- ◇ **The date, time and venue have been set**
- ◇ **Guest numbers have been confirmed**
- ◇ **The theme has been chosen**
- ◇ **Food has been organised**
- ◇ **Will you need a marquee**
 - ◇ Grass Surface
 - ◇ Hard Surface
 - ◇ Area Size
- ◇ **Furniture:**
 - ◇ Chairs
 - ◇ Tables
- ◇ **Linen:**
 - ◇ Tablecloths (linen/plastic)
 - ◇ Chair Covers
- ◇ **Crockery:**
 - ◇ B&B Plates
 - ◇ Dinner Plates
 - ◇ Bowls
- ◇ **Cutlery:**
 - ◇ Knives
 - ◇ Forks
 - ◇ Spoons
- ◇ **Glassware**
 - ◇ Wine
 - ◇ Champagne
 - ◇ Beer/Tumblers
- ◇ **Catering Equipment:**
 - ◇ Bain Marie
 - ◇ Chaffing Dishes
 - ◇ Spit
 - ◇ Pie Ovens
 - ◇ BBQ
- ◇ **Heating:**
 - ◇ Patio Heaters
 - ◇ Fire Bin
- ◇ **Miscellaneous:**
 - ◇ Serviettes
 - ◇ Candles
 - ◇ Ice Buckets
- ◇ **Room Decorations:**
 - ◇ Balloons
 - ◇ Banners
 - ◇ Red/White Carpet
- ◇ **Table Decorations:**
 - ◇ Balloons
 - ◇ Candelabra
 - ◇ Scatters
- ◇ **Entertainment:**
 - ◇ Karaoke Jukebox
 - ◇ Frozen Cocktail Machine
 - ◇ Lighting
 - ◇ Fog Machine
 - ◇ Dance Floor
- ◇ **Relax, take a deep breath, we're here to help you.**