

Planning Checklist



Two months before the event

- ✓ Create the event guest list
- ✓ Determine a budget for the event
- ✓ Set the date of the event
- ✓ Decide on the event location

One month before the event

- ✓ Decide on the event theme
- ✓ Select and mail the event invitations by printing our invitation templates
- ✓ Plan for the event menu

Three weeks before the event

- ✓ Order the cake
- ✓ Order balloons and flowers if they are planned decorations
- ✓ Order tables and chairs if you're hosting the event at home
- ✓ Order any other special entertainment or surprises

Two weeks before the event

- ✓ Buy or download our FREE decorations, game prizes and party gifts
- ✓ Buy plates, cups, eating utensils, tablecloths, etc. If the event is at a home
- ✓ Finalize the event menu

One week before the event

- ✓ Establish a final count on your event guest list
- ✓ Call invited guests who have not RSVP'd to the event
- ✓ Wrap event game prizes and guest gifts
- ✓ Buy batteries for camera and video recorder
- ✓ Prepare a printed event menu and download our FREE name tags (if desired)
- ✓ Arrange for additional bins, extra toilet paper, soap etc.

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The day before the event

- ✓ Begin decorating if you're hosting the event at a home (Remember our FREE Templates)
- ✓ Set up tables, chairs, food table, drink table, etc. if you're hosting the event at a home
- ✓ Buy event drinks if you're hosting the event at a home
- ✓ If you're cooking anything for the event, do whatever you can today
- ✓ If you are baking the cake, today is the day
- ✓ Make up name tags for guests using our FREE Templates
- ✓ Prepare a timeline for the day of the event so that you stay on schedule. The timeline should include last minute tasks before the event begins and a schedule to keep the party on track (events are generally 2 to 3 hours)
- ✓ Double-check that every item on the checklist before "The Day of the event" is done

The Day of the event!

- ✓ Follow your event timeline to stay organized
- ✓ Put balloons on the letterbox or a sign out the front
- ✓ Pick up balloons, flowers and/or other centrepieces if you have ordered them
- ✓ Pick up the cake if you are not baking it yourself
- ✓ Finish setting up event decorations and put guest gifts out on a table
- ✓ Buy plenty of ice for drinks and setup up drinks and cups
- ✓ Set out food on tables if you're hosting the event at home
- ✓ Designate certain guests to take pictures and video of the event
- ✓ Have fun and rest assured that you have planned a wonderful day