YOUR *checklist*
TO PARTY PLANNING PERFECTION

To complete our year-end planning guide, here's a best practice checklist of everything that needs to be done, and by when, for the utmost professional results. While the timeframes here are ideal, it's not a problem if you have less time than shown. Simply adjust to what you have available. **You've got this!**

4-12 MONTHS BEFOREHAND
- [ ] Define your objectives and what you want to achieve from the event
- [ ] Create a budget
- [ ] Choose a theme
- [ ] Source a suitable venue
- [ ] Decide on a date and time

3-6 MONTHS BEFOREHAND
- [ ] Contact and secure vendors for catering, MC, entertainment, AV and décor
- [ ] Send out save the dates
- [ ] Choose the menu

2-3 MONTHS BEFOREHAND
- [ ] Track RSVPs
- [ ] Develop a detailed programme for the event and share it with all stakeholders
- [ ] Confirm technical requirements for AV, and start developing content required for the event, including videos
- [ ] Have a logistics plan for your estimated numbers, including guest transportation, if necessary
- [ ] Create seating charts

1 MONTH BEFOREHAND
- [ ] Close RSVPs and finalise your attendance numbers
- [ ] Confirm all suppliers and service providers
- [ ] Conduct a thorough walkthrough of the venue
- [ ] Purchase any gifts and prizes
- [ ] Develop a contingency plan for anything unexpected

1-2 WEEKS BEFOREHAND
- [ ] Plan and share all scheduled rehearsal and setup details with all key stakeholders
- [ ] Create and share a running order for the event, including the roles and responsibilities of everyone involved
- [ ] Hold a staff briefing so your team is clear on their roles and responsibilities
- [ ] Print any necessary materials (such as certificates, programmes, name badges, signage, and so forth)
- [ ] Send out an exciting event reminder to build some hype

DAY OF THE EVENT
- [ ] If all above preparation and planning is in place, then your job is almost done. Now you just need to oversee that everyone else does their job! So, arrive early and be on hand throughout the event to ensure everything is running smoothly and the guests are having a marvellous time.

AFTER THE EVENT
- [ ] Send out a thank you note to all attendees
- [ ] Have a post-event debrief on what worked and what could have been done better
- [ ] Review and reconcile the event budget

Thanks to Strong PR for their input on this checklist!