

# General Event Planning Tip Sheet

Purpose: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

## List #1 - What You Need TO BUY/RENT (Select appropriate items)

<input type="checkbox"/> Invitations <input type="checkbox"/> Centerpiece(s) <input type="checkbox"/> Scented Candles <input type="checkbox"/> Tables/Chairs <input type="checkbox"/> Space (Hm, Ofc, Hotel) <input type="checkbox"/> Name Tags/Table Tents <input type="checkbox"/> Entertainment: Pianist, Harpist, Carolers dressed like Dickens-era (high school/college), or a visit from jolly ole Saint Nick	<p><b>FOOD</b> should reflect abundance and luxury. Holidays are a time to indulge. Do NOT skimp on your menu!</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• whole tenderloins</li> <li>• the finest glazed ham</li> <li>• fresh smoked turkey</li> <li>• sides of salmon</li> </ul> <p>Don't forget grandma's favorite "feel good" recipes as well...</p>	<p><b>DRINKS:</b> (Full serve or self-serve bar)</p> <p>Consider:</p> <input type="checkbox"/> Wine <input type="checkbox"/> Cocktails <input type="checkbox"/> Specialty coffee/teas <input type="checkbox"/> Egg Nog <input type="checkbox"/> Hot Apple Cider <input type="checkbox"/> Soft Drinks <input type="checkbox"/> Spring/Tonic Water, Club Soda
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**GIFTS:** Gifts can be funny, serious or delicious. Wrap gifts or drop them in a party bag tied off with a festive ribbon. Place gifts at table settings, display them in a decorative basket near the door to hand to guests as they leave, or ask Santa to pass them out! (Recruit a friend who's an amateur photographer, or hire a professional, to capture special memories on film which you can frame and mail or hand deliver afterwards.)

## List #2 - What You Need TO DO BEFORE the Party (if applicable)

<p><b>30-60 days in advance...</b></p> <input type="checkbox"/> Determine location & date <input type="checkbox"/> Select/Order ALL items needed from List #1 above <input type="checkbox"/> Develop the guest list (see your Top 20 Roster & 21.01) <input type="checkbox"/> Choose/hire/meet ALL help <p><b>3 - 4 weeks out:</b></p> <input type="checkbox"/> Buy stamps/mail invitations	<p><b>2 weeks in advance...</b></p> <input type="checkbox"/> Wrap gifts <input type="checkbox"/> Schedule a massage for the day of your party <input type="checkbox"/> Schedule appt with hair stylist <input type="checkbox"/> Purchase/rent party attire <input type="checkbox"/> Order flowers	<p><b>1 - 5 days in advance...</b></p> <p><b>5 days out:</b></p> <input type="checkbox"/> Courtesy call to those who haven't RSVP'd. <p><b>1 - 2 days out:</b></p> <input type="checkbox"/> Set-up room <input type="checkbox"/> Pick up/receive centerpieces <input type="checkbox"/> Cut checks for help. Get cash for tips.
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## List #2 - What You Need TO DO BEFORE the Party (if applicable)

<input type="checkbox"/> Relax - Try a massage! <input type="checkbox"/> Get hair cut/styled. <input type="checkbox"/> Get dressed a couple of hours before guests arrive.	<input type="checkbox"/> Ask guests about hobbies, family, pets, current events, a play, movies, an art exhibit. <input type="checkbox"/> Listen, make eye-contact, look interested, compliment others. Tell a funny story.	<input type="checkbox"/> DO NOT permit clean-up until guests have left. It will make guests uncomfortable and ruin the atmosphere of the party! <input type="checkbox"/> Go to bed and sleep in!
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