

## How to Plan a Great Party

### Occasion and/or Theme

- Christmas, New Years, Staff, Group or Club, Birthday...

### Style

- Dinner, Afternoon tea, Open House, Luncheon, Cocktail party...

### Guests

- age groups – elderly, children, disabled...may require special considerations

### Date

- Weekend: evening or day; Weekday evening...

### Time

- set the time depending on the style of party. eg. 2:00 – 5:00 for a Sunday open house, 7:00 – 10:00 for a cocktail party, starting at 7:30 for an all evening party

### Place

- Your house, a friend's house, a party room, a restaurant...

### Type of party

- basic, casual, elegant, tacky...

### Food

- pot luck, host/hostess prepared, party trays, full catering...
- appys, desserts, full dinner

### Beverages

- Alcoholic or non alcoholic
- beer and wine, mixed drinks, full bar
- punch, egg nog, tea/coffee

### Decorations

- Tables and chairs, linen or paper, centrepieces, wall decorations, printed napkins, gifts...

### Music or entertainment

- CD's, band, comedians, skits...

### Plate and Glassware requirements

- real or disposable
- dinner plates, appy or dessert plates
- cutlery yes/no
- glasses - 1 ½ per person for glass, 2 per person for disposable
- types of glasses – wine, beer, hiball, champagne, punch...
- punch bowls, coffee urns, beer tubs...
- table linen and napkins (paper or linen)

## Service

- do it yourself, servers, catering staff, bartenders, delivery and pick up...

## Things to consider

- do you need a liquor license, serving it right course
- legal responsibilities when serving alcohol
- designated drivers, cabs...