

Kelley Entertainment
4215 Harvey St
Munhall, PA 15120
Phone: 412-399-3791
www.kelleyentertainment.com

Party Planning Checklist.

Here is a checklist for this, and a checklist for that. Print it out. Use it to keep your ducks in a row.
Or use it to keep you sane.

THE ROOM

- Party Planner, Consultant or Meeting Planner
- Location
- Caterer
- Liquor
- Bartenders
- Linens Cloths (to floor?) Napkins, Colors
- Menu Planning Cake
- Votives, Votive Candles
- Napkin Rings
- Table Candy
- Table Games
- Bar Candy
- Glitter or Confetti
- Bathroom Florals Other Locations (list)

INVITATIONS/RSVP/Other Printed Items

- Invitation to Ceremony, Party, Benefit or Main Event
- Invitation to Reception (if applicable)
- Response Card Response Envelope
- Bus Card Kids Only Out of Town Guests
- Donation Card
- Directional Card
- Other... Luncheon Brunch or _____
- Calligraphy Invitations Seating Cards
- Cocktail Napkins Matches
- Kipots
- Programs Agenda Newsletter

Give-Aways/PRIZES

- T-shirts
- Caps
- Socks
- Glow Necklace Earrings Glasses
- Tricks
- Theme Oriented Items
- Premiums (Items with company logo for corporate event)

OTHER

- Photographer Videographer
- Candles (candlelighting, other)

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Dress Determination
 Casual Dressy Casual Dressy Optional BT BT
 Gift Table Information Table

OUT OF TOWN GUESTS

Hotel Reservations
 Weekend-at-a-Glance or Itinerary
 Maps (to/from airport; other locations)
 Welcome Gifts, Totes, Baskets
 Transportation
 2nd Mailing to Out-Of-Town Guests Calligraphy
 Six Flags Tickets
 Zoo Tickets
 Rangers Tickets
 Other _____

DECORATIONS

Sign-in Board
 Message Book
 Centerpieces
 Welcome Sign
 Entrance Piece At Door
 Balloon Bouquets
 Buffets-- Decor
 Buffets-- Signage
 Ceiling Treatment(s)
 Outside Lobby Area
 Sign Over Seating Cards
 Directional Signage
 Easels
 Other...Theme Oriented
 Company Display (if applicable)

ENTERTAINMENT

DJ
 Music During Cocktails
 Caricaturist
 Magician
 Balloon Magic
 Clowns Jugglers Mimes Other _____
 Palmreaders, etc.
 Handwriting Analysis
 Photo favors
 Tattoos
 Special Presentation: Who to emcee? Who to present?
 Roasts Toasts Audio/Visual Needs?
 Other...Theme Oriented