

# Idea Sheet

## Living- Let's Entertain!

Let's discuss the common elements to planning different scenarios. There are many resources on the internet these days, this will get you started in the right direction. That way, you will know what you need assistance with. I love checklists to help guide any process and every planning. (P.S. a great resource for party planning is Real Simple magazine's website, just ask google!)

Everything starts with a thought and then we pack emotions behind it, so we are going to start there.

Remember a party or gathering that was really fun. What about it make it so much fun?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What event or time is coming up that you can host a party? If your current home isn't big enough for what you have in mind, make a reservation at a restaurant or club house. If you have limited funds (now) ask all attending to pitch in some way.

The following times/ events would be fun to celebrate and have a gathering:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Thinking about the elements of fun in the parties I remember, it will be fun to have my/our event:

Place: \_\_\_\_\_

Date/ Time: \_\_\_\_ / \_\_\_\_

## Preparation:

- \_\_\_\_ Gather checklists
- \_\_\_\_ Decide on a budget
- \_\_\_\_ How big is your space/ number of invitees
- \_\_\_\_ Casual or dressy affair? Costumes?
- \_\_\_\_ Make the food or buy/ order/ combination
- \_\_\_\_ Will guests pitch-in?
- \_\_\_\_ Surprise or regular invite
- \_\_\_\_ Double check the calendar, anything to look out for?
- \_\_\_\_ Who else do you need to ask/ get permission from?
- \_\_\_\_ Is anyone else close to you having a party close to your date?
- \_\_\_\_ What about parking?
- \_\_\_\_ Have enough time to get it all together?
- \_\_\_\_ Misc. \_\_\_\_\_

That's just to prepare the "big-bucket" plans, now to the details!

Have you had a party before? What went right?

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What went wrong?

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**Place:**

\_\_\_\_\_ Secured the place \_\_\_\_\_  
\_\_\_\_\_ Ensured the date \_\_\_\_\_  
\_\_\_\_\_ Ensured the size # of attendees \_\_\_\_\_

**Approximate attendees:**

\_\_\_\_\_ Work  
\_\_\_\_\_ Friends  
\_\_\_\_\_ Neighbors  
\_\_\_\_\_ Who else

Must remember:

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**Theme:**

\_\_\_\_\_ Holiday                      \_\_\_\_\_ Birthday- surprise  
\_\_\_\_\_ Super hero                    \_\_\_\_\_ Princess  
\_\_\_\_\_ Floral                            \_\_\_\_\_ Bridal/ baby  
\_\_\_\_\_ Tropic  
\_\_\_\_\_ Special event \_\_\_\_\_

\_\_\_\_\_ Other theme? \_\_\_\_\_

**Colors:**

\_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_

Just like the colors of \_\_\_\_\_

and I have to throw in a bit of: \_\_\_\_\_

**Invitations:**

\_\_\_\_\_ e-invites/social media

\_\_\_\_\_ paper and mail to homes

\_\_\_\_\_ call people

\_\_\_\_\_ need RSVP's?

**Decorations:**

\_\_\_\_\_ on your own \_\_\_\_\_ someone else doing

Posters? Streamers? Tabletop?

Special Notes/ Ideas:

Tableware to match? \_\_\_\_\_

Notes:

**Food:**

Drinks: \_\_\_\_\_  
\_\_\_\_\_

People will bring: \_\_\_\_\_  
\_\_\_\_\_

Appetizers: \_\_\_\_\_  
\_\_\_\_\_

Pass arounds: \_\_\_\_\_  
\_\_\_\_\_

Main Course(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dessert:

\_\_\_\_\_ Cake      \_\_\_\_\_ Cookies  
\_\_\_\_\_ Nibbles    \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_

I will make:

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**Music:**

\_\_\_\_\_ iPad plugged in \_\_\_\_\_ music?

\_\_\_\_\_ Friend will bring \_\_\_\_\_ DJ

\_\_\_\_\_ Live music \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

**Games/ Entertainment:**

\_\_\_\_\_ Cards \_\_\_\_\_ “living room games”

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Who needs games we will be having WAY FUN!

**Set-up:**

\_\_\_\_\_ All done \_\_\_\_\_ moving furniture

\_\_\_\_\_ I have to move \_\_\_\_\_

\_\_\_\_\_ I will need help with \_\_\_\_\_

\_\_\_\_\_ ough \_\_\_\_\_

Notes:

# Week of Party

This is a short list (remember, there are great fully detailed lists on websites for parties)

- \_\_\_\_\_ Confirm place
- \_\_\_\_\_ Confirm food
- \_\_\_\_\_ Confirm music
- \_\_\_\_\_ Double check drinks with final head count
- \_\_\_\_\_ Where will trash be?
- \_\_\_\_\_ Secure valuables?
- \_\_\_\_\_ Confirm set up and help needed
- \_\_\_\_\_ Need to cook anything ahead of time?
- \_\_\_\_\_ What are YOU going to wear? \_\_\_\_\_
- \_\_\_\_\_ Notify neighbors (be courteous!)
- \_\_\_\_\_ Who do you need to arrive early?
- \_\_\_\_\_
- \_\_\_\_\_

Notes:

## Day of Party

- \_\_\_\_\_ Kitchen clean?
- \_\_\_\_\_ Dishwasher empty?
- \_\_\_\_\_ Decorations?
- \_\_\_\_\_ Candles
- \_\_\_\_\_ Music
- \_\_\_\_\_ Set up food areas
- \_\_\_\_\_ Pick up food/ cake/ dessert?
- \_\_\_\_\_ Parking? should have thought of that earlier!
- \_\_\_\_\_ Doorman? gatehouse? entry code??
- \_\_\_\_\_ Ice!!!! more than that!! \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

Now... Have fun!!