

Checklist for at Home Parties

Planning an at home party can be fun if you are well organised. You have more control over the things such as the budget and personalised details of your event. You can plan to use less waste and consider the environment too when planning a party at home.

We have developed a checklist for at home parties to help take away the stress that can come with party planning.

3-4

Weeks before
the event

GATHER THE INVITES.

First thing when planning a party is to write up a guestlist of all your favourite people to invite. It is good to keep in mind that typically only around 70-80 percent of people invited will attend your event. In most cases it allows you to invite 20 percent more guests because of this.

DECIDE YOUR STYLE OR THEME, OR DÉCOR.

Begin your planning by researching things online. Platforms such as Pinterest, Instagram, reading blogs and looking through your favourite magazines can all provide great inspiration.

This can allow you to decide whether you will make, buy, borrow or hire any decorations or music you may need to fit the party style. You can use colour as inspiration, your favourite florals, be inspired by a period in time or a style either casual or formal that you love. It is important that it represents you and matches your personality rather than just going for something you have seen that you like. The reason being is that the style will be easier to master if it is genuine.

SET A BUDGET.

Once you've sorted your guest list and decided on a time and date most suitable, next you need to set a suitable budget. You can save a bit of money hosting your party at home while hiring the items you need from us. It also saves time, space and is more eco-friendly than buying any unnecessary items that will be left unused afterwards.

Things such as marquees, glassware, cutlery, crockery, tables, chairs, table clothes and outdoor settings need to be organised and that is where Perth Party hire can help. We have a range of goods available to hire for an at home party and can help with all budgets.

SEND OUT THE INVITATIONS.

Invites can be printed, hand delivered or mailed out, e-mailed, or even telephoned. Your return method of contact should be noted and leave extra time to chase up any late RSVPs. Special meal requests or allergies should also to be noted on your invites for when you plan your menu.

TIME TO PLAN THE MENU.

Decide on the style of food you wish to serve and plan accordingly. You can make the food yourself, arrange food that can be prepared in advance, perhaps even frozen, with just warming and assembling required on party day.

Compile a shopping list if you intend on preparing a menu at home and note how far in advance each item can be made.

Other options include placing an order with your local delicatessen, butcher or bakery.

Catering to your event doesn't need to be troublesome. Hiring a caterer or cooking at home should be decided upon once your guest list is confirmed so you know how many people to cater for. It is also a good idea to prepare a little more of each item just in case you require a little extra on the day.

LINE UP A HELPING HAND.

It is a good idea to think about hiring staff to help set up, serve or pack down your event, especially if you are hiring a marquee with a larger guest list. Perth Party hire can help with setting up, packing down and serving guests on the day of your event. Speak to our friendly team for more information about this.

Consider hiring students or a professional staff, to help with pre or postparty cleaning duties. They can help serve or organising drinks, appetisers, replenish food, or just to take some weight off your shoulders on the day. After packing down your event think about any commercial or home cleaners needed especially for larger style events.

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Weeks before the event

WHAT SPECIAL ITEMS DO YOU NEED TO CONSIDER? CROCKERY, CUTLERY, CHAIRS, TABLES, ETC.

Plan and gather a list of items you require to bring your event to life. If you are confused with what you need take a look at some of our online items for hire to inspire you. Organise the number of items according to your guests, these are things like table setting items, seating, dance floor, marquee, etc.

Make time to clean and launder or iron any linens or items before setting up on the day.

Map out a seating plan and a layout with any furniture, signs for guests, seating charts and place an order with the party hire professionals. We can help with all this. If you are finding it all overwhelming contact us directly and we can work around your ideas and budget.

Time to polish up your event with some special details. These can be in the form of lighting or table decorations. Candles, vases, or flowers are all great options. Sort any party favours for guests, tip is to keep them simple, eco-friendly and useful so guests will use them.

CREATE A PLAYLIST.

It isn't a party without music! Therefore, creating your favourite soundtrack to suit your theme is necessary. Add a few old school hits and a couple of modern ones too. You will need lighting for an evening on the dancefloor. Hire DJ or get a friend to be in charge of the music, in that case you may need speakers and a microphone, these are all things that need consideration.

DO A FIRST ROUND OF GROCERY SHOPPING AND COOKING.

This is a good time to prepare any dishes that can be frozen, so all you need to do on the day is heat and serve the items up. Ensure you have enough freezer space and cooking ovens to cater to your guests on the day.

CHECK THE FORECAST.

Plan ahead for the weather as much as you can. Offer guests shelter for both the cold and heat. If you need to hire fans, heaters or a fire pit we can help with this.

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Week before the event

CLEAN THE HOUSE AND PARTY SPACE.

Thoroughly clean the house and outside area that you will be using for the big event. That way you need only do a quick glance before the party. To maintain it for the rest of the week, try this [19-minute daily routine](http://www.realsimple.com/quickcleanup).

VIEW AT [HTTP://WWW.REALSIMPLE.COM/QUICKCLEANUP](http://www.realsimple.com/quickcleanup)

SET THE STAGE.

Consider your lighting using low-energy bulbs or candle lights, that will help create the right ambient mood. Arrange the furniture as you'll want it for the party, making sure that guests can move easily from one part of the house to another. Designate a side table for cake, coffee and dessert. Pack away any precious items that might get broken or any clutter in the way.

TAKE INVENTORY OF COOKWARE AND SERVING DISHES.

You may not have enough serving dishes, so consider hiring crockery from us rather than buying inexpensive pieces from a discount store. That way it will be kinder on the environment and your wallet too. Label the dish with a note so you'll remember what you plan to use it for.

STOCK THE BAR.

This includes any garnishes or equipment for cocktails, paper straws, drink tubs for storage and glassware for serving drinks. The general rule is to plan to have three bottles of wine for every four guests, with three to four cocktails per guest for a two- to three-hour cocktail party. Think about non-alcoholic drink options such as water, juices and sparkling sodas. These can all be purchased a week before your event.

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Days before the event

NOTIFY THE NEIGHBOURS.

It is a thoughtful gesture to let the people who live in your street know that you will be hosting a party, that way any parking or noise situations can be addressed.

DECORATE.

Time to put up your theme decorations, arrange your lighting, marquee and any larger items.

CHECK YOUR PERSONAL BELONGINGS.

Remove any personal items you wouldn't want guests to see example from the bathroom cabinet. Stock up the bathroom with soaps, toilet paper, hand towels or paper wipes.

SET UP CLEAN-UP STATIONS.

Place a few bins around the area for rubbish, recycling and label them. Another good idea is to have a basket of handy items available for guests to use. Things such as mosquito repellent, or wine away stain remover, in a basket.

SPECIFY A PLACE FOR COATS OR PERSONAL ITEMS.

Make space in a closet in a room or set up a portable rack and fill it with hangers for personal coats and jackets. Add some storage tubs for bags or other items guests may have.

FINAL GROCERY SHOPPING.

Complete any final shopping for food items to be made. Make a detailed cooking schedule for your remaining dishes so you don't miss anything.

CHECK THE HELP.

A few days before the day confirm with any deliveries, professionals and collect any essentials.

SET THE TABLES AND CHAIRS.

Buy and arrange flowers on the tables or surrounding areas. Finish any table setting items and guest place settings so they are all ready to go.

FINISH AS MUCH OF THE COOKING AS YOU CAN.

Prep as much of the food as you can. This includes cutting, peeling etc so the minimal amount can be done on the day.

GIVE YOUR HOUSE A ONCE-OVER.

Any last-minute touch-ups or tidying needed should be finished off.

FINISH ANY LAST-MINUTE COOKING.

Hopefully it will be very minimal.

DISPLAY FOOD.

Set out appetisers and snacks an hour before guests arrive that way they won't spoil. Wrap them to ensure they keep fresh and serve them as the guests arrive.

GREET GUESTS AS THEY ARRIVE.

Ensure you are well organised with help so you're free to chat to guests, and not stuck in the kitchen.

RELAX AND HAVE FUN.

On the day having a host or MC can help make your event run smoothly. Lastly make sure you relax mingle, take lots of photos and enjoy your party.

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Day before the event

D-Day
Of the Party