

A close-up photograph of a hand holding a lit sparkler. The sparkler is bright and glowing, with many sparks flying out. The hand is wearing a blue, textured knit glove. The background is dark and out of focus, suggesting an outdoor night setting.

HOW TO
**MAKE
YOUR
NEXT
PARTY A
SUCCESS**

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1

WHO'S WHO

Decide who you want to have for the occasion, and have it ready about three weeks prior to the event. Consider inviting roughly 20% more people than you think will come. Stats show that 70-80% of your invites will actually come. You can invite them in any way you see fit (Mail, text, email, etc.)



2

YOU'RE INVITED TO...

Is it a wedding? Birthday party? Roast? Brunch? Deciding this well in advance will help you brainstorm throughout the process.



3

SAVE THE DATE

Three and a half months out, send out pre-party invites for your people to “save the date.” Again, you can use any means you want to get the word out to folks.



4

LOCATION, LOCATION LOCATION

Is it a house party? A tech conference? A formal? Knowing these things can make the difference when it comes to holding a party in your home versus a conference room. Contact prospective venues and see what works within your budget, what captures the vibe you want, the amenities offered, the vicinity, population limits, minimum requirements, parking availability, the layout of the venue, accessibility, insurance requirements, and the acoustics of the environment.



5

BE PREPARED

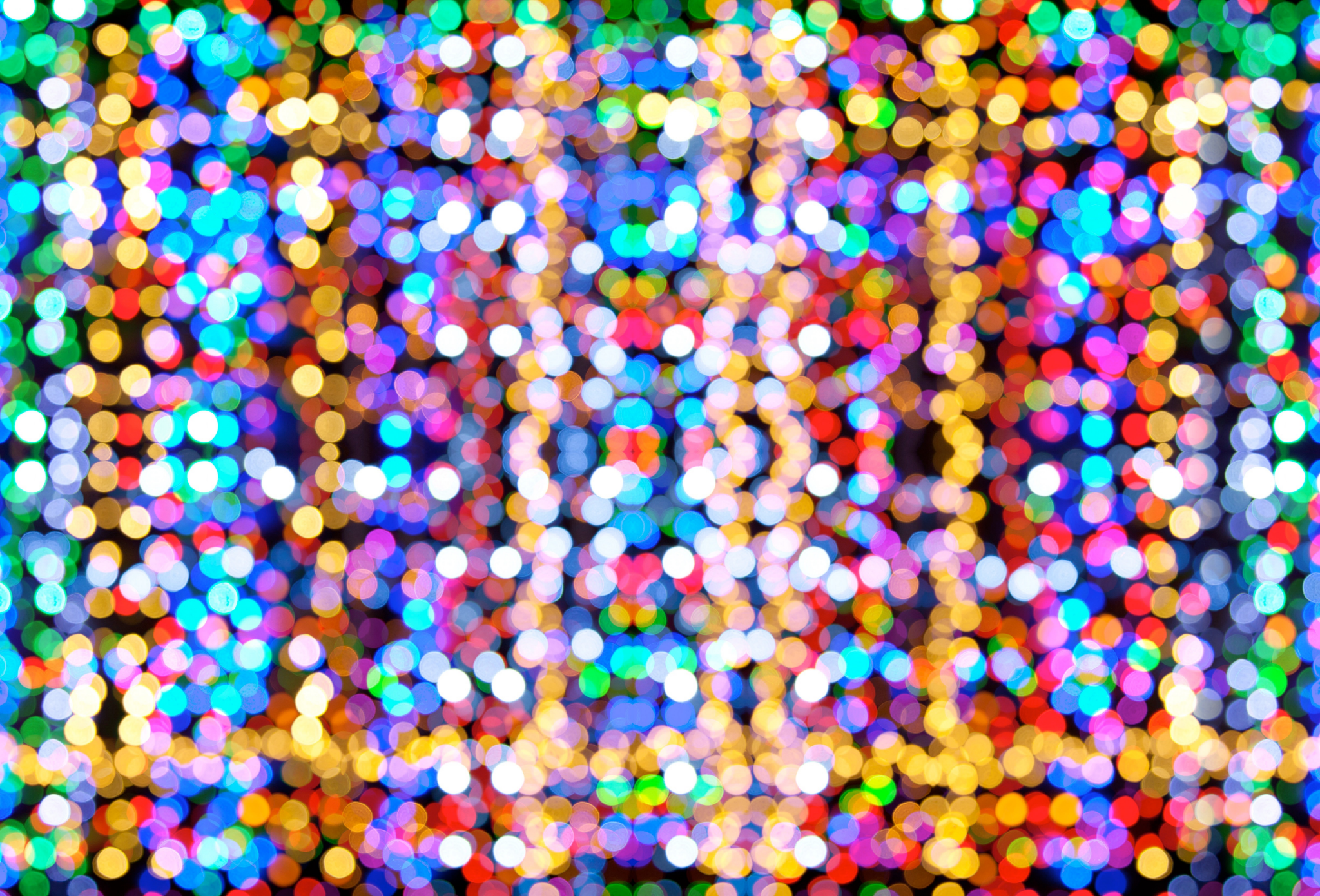
What table settings do you require? How many platters and services pieces do you need? How much silverware and how many glasses do you need? Script out the specifics and get as detailed as possible. Enlist help for setups, arrangements, notifying the neighbors, decorating, first aid, cleanup, coat checking, stocking (anything from food to toilet paper), planning, contacting guests, music and lighting, and audio/video gear.



6

BON APPETIT

When (what time of day) are you having your party? Maybe it's a dinner occasion. Maybe it's an afternoon affair that calls for sugar cookies and cupcakes. Is it a potluck? Maybe you have different hors d'oeuvres arranged on a Lazy Susan. Up to three days beforehand, anything you can make ahead DO make ahead.



7

DO IT WITH FLAIR

Consider using good linens, good flower arrangements and your best china and glasses for an intimate party, or you can go all-out carnival concessionary for a children's party. Have fun!



8

THE MAIN EVENT

Remember to RELAX and enjoy yourself when the party begins! You can have fun activities (swimming, corn hole, cards, etc.) to set the tone.

Adding music can really set the mood for your event. Having a live professional who can pull out audience requests on-the-fly can be extra special instead of using canned music.

Make guests feel instantly welcome. Greet them asap. Get them a drink and introduce them to people. Above all, have fun!!



9

AFTERMATH

Remember that help we talked about earlier? Get them to help cleanup trash, clean water rings, put away leftover food, etc. Many hands make light work.

(NOTE: As a token of gratitude for downloading and reading this eBook, I would like to invite you to [claim this special offer for eBook readers only!](#))

Menu Planner

Menu Plan for: _____

Appetizers:

* _____

* _____

* _____

* _____

Salads:

* _____

* _____

* _____

* _____

Breads:

* _____

* _____

* _____

* _____

Sides:

* _____

* _____

* _____

* _____

Main Dish(es):

* _____

* _____

* _____

* _____

Dessert(s):

* _____

* _____

* _____

* _____

Drinks:

* _____

* _____

* _____

* _____

Checklist and Labels

PARTY PLANNING *checklist*

STAY ORGANIZED FOR A STRESS FREE PARTY

8 WEEKS BEFORE YOUR PARTY

- Pick the theme / style of your party.
- Set your budget.
- Create a guest list.
- Find a venue that caters to your theme & guest list.
- Set the date, time & duration.

HELPFUL TIP: Setting a budget & theme first makes all the other decisions about your party much easier.

The theme will dictate your venue & food choices. A budget allows you to splurge on certain items and save on others, helping you to create the party you really want.

6 WEEKS BEFORE YOUR PARTY

- Choose your invitation.
- Brainstorm your menu.
- Brainstorm entertainment & games.
- Create a list of all the items you need to purchase before the party.

HELPFUL TIP: Your invitation is the first tangible item your guests will see. Create a great impression and get your guests excited by sending an invitation that reflects the style of your party. Be sure to provide clear RSVP instructions.

4 WEEKS BEFORE YOUR PARTY

- Mail your invitations.
- Order your decorations or your supplies if you're going DIY.
- Finalize all details now if you're booking entertainment or hiring party equipment.

HELPFUL TIP: Mailing your invites earlier results in a better response. If you're running short of time remember that printable invitations can be turned around in 1-2 days and you can print at home or at a local print shop on the same day.

2 WEEKS BEFORE YOUR PARTY

- Purchase your tableware including plate, napkins & cutlery.
- Plan & purchase party favours.
- If you're making decorations start now. You don't want to be doing this the night before your party.

1 WEEK BEFORE YOUR PARTY

- Follow up with any guests who have not RSVP'd & finalize guest list.
- Create a shopping list, purchase drinks and non-perishable food and pre-make any food that can be frozen / confirm menu.

1 DAY BEFORE YOUR PARTY

- Prepare non-perishable food & thaw any pre-made frozen food.
- If you have access, clean and decorate your space.
- Get your camera out and make sure the battery is charged.

CHAPTER 11

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