



Please use this checklist to when organising you party to make sure you haven't missed anything!

This is a guideline for parties with 50-99 people invited. Party on!!

	Who	Completed
1. Send my party details to Partyhelp and receive venue options from Partyhelp	Me/Partyhelp	<input checked="" type="checkbox"/>
2. Check out the venues suggested by Partyhelp	Me + Friends + Family	<input type="checkbox"/>
3. Call/email Partyhelp and let them know which venue(s) I like & discuss my budget	Me	<input type="checkbox"/>
4. Partyhelp make recommendations on food/music/drinks	Partyhelp	<input type="checkbox"/>
5. Put a deposit with the venue and confirm the booking	Me	<input type="checkbox"/>
6. Send out invitations	Me/Partyhelp	<input type="checkbox"/>
7. Book the DJ (if applicable)	Partyhelp	<input type="checkbox"/>