



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"/> |