

Title:

Planning the perfect party or event

Word Count:

837

Summary:

Any event can be made special with a little effort and creativity at relatively little expense

Keywords:

party, party planning, events

Article Body:

The top ten tips of planning your own party

Five do's of party planning

1) Do ~prepare so you can be a guest at your own party

Preparation is the key to success so plan, plan, and plan. You will have to plan everything down

-Invitations	-props to create atmosphere
-Venue	-parking
-Catering	-level of noise
-theme/style	-entertainment
-Hire equipment	-licence for alcohol
-Table decoration	-lighting
-event schedule	-get your timings right on the night

2) Do-organise, organise, organise

Organise your event; there is nothing more disappointing than a disorganized, chaotic event
If organization is not your strength either delegate or use tools to help such as lists, diari

3) Do-add a theme or style as it gives the event focus

Decide on a theme or style, it enables the event to be planned around it and gives the whole e

4) Do-plan ahead and stick to timeframes

Keep to timeframes especially if you want a choice of items and entertainment for your event.T

Catering is also well worth having organized and ordered in advance otherwise it ends up look

5) Do-delegate

Delegation is essential to allowing the host the luxury of feeling relatively stress free and

Definitely delegate as many tasks as you can but a word of caution will be to check regularly

Five don'ts of party planning

6) Don't-panic, keep your cool

If you follow the top ten tips then the party will run smoothly. If you indulge in panic then

7) Don't-exceed the budget

Stick to your original budget. When setting the budget for your party ensure that a realistic
If on a small budget then keep it simple, adding a few luxury items such as snacks,drinks or d

8) Don't-try to achieve the impossible

Throwing money at something doesn't equate to success, people will appreciate the small attent

9) Don't-underestimate

Always be sure of the numbers of guests and all of their special needs such as dietary require

Also check timings and the event schedule for the night and try and stick to it as there is al

10) Don't-forget yourself

If the event is a special occasion don't leave your personal preparations to the last minute a
Above all ~don't forget to enjoy yourself!

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