



*New Millennium Entertainment*¹

Source for the finest Magical & Psychic Entertainers in the Midwest!
(812) 332-6526 www.newmilent.com

Hosting a Successful Party

One of the most rewarding feelings is the fulfillment of a well hosted party. Whether it is a small gathering for a shower or birthday or an extravaganza commemorating a momentous event, the host is critical in ensuring that everything moves fluidly throughout the event. Realizing the amount of responsibility and time it takes to plan and organize any celebration, we have compiled a check list and a number of ideas to help you along the way.

Preparation: The key to any good party is in the preparation. Whether it be a big extravaganza or a small get together, using this check list will help avoid often overlooked small details that could lead to disastrous results. A lot of this may seem like common sense, but we have found that it doesn't hurt to have a check list completed, if for nothing else your own peace of mind. We have prepared a separate form called **Event Checklist** on Page Five that includes all these items and can be printed off, to keep with you as you plan every aspect of your party.

Party Theme – The reason for having the party or gathering is important because it dictates the selection of many items in the preparation process.

Entertainment — Let us worry about that! Our entertainers are experienced professionals who know how to ensure that your event will be successful and fun!

Party Size – Knowing how many people will be attending is also a critical aspect of the preparation process. The following is a list of items to consider based upon this decision:

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Preparation – Cost, Size, Facility, Security and Transportation	
Budget	The single most important detail is how much and how do you plan to pay for the event. It is a good idea to go through this checklist first and put a dollar amount next to each item from which you can determine the total cost.
Invitations	Who you will invite will determine size and size is critical. Also, do you plan to have formal invitations printed by a printer or some other means of invitation. Remember to include an RSVP date well before the event so that you will know the estimated attendance.
Location	Based upon the original estimated size of the party you will need to determine where you will want to hold the party. Will it fit in your home or will you need to rent a facility.
Parking	Sometimes where you have the party is dictated by how many vehicles will need to be accommodated. For example – your home may be large enough to hold the event, but if guests have to park a half mile away or your community has parking restrictions it may not be a realistic option.
Security	Make sure that the facility and parking area are secure. If it is a big enough event, you may want to notify your local police of what you are planning to alert them of the impact. A large party can require enlisting a private security service. People have a much better time if they know they, their valuables and their vehicles are secure.
Animals	If you are holding the party at your home, make sure your pets safe are and secure. Unless everyone you invite has been around your animals it is a good idea to put them where they will not interfere with your guests or vice versa.
Insurance	Make sure that you have insurance in the event of an unfortunate mishap. Be prepared.
Hotel Reservations	If your guests are from out of town you might want to provide a list of local hotels for their accommodation.
Transportation & Taxi Service	Make sure all of your guests can arrive and leave safely. If you serve alcohol, make sure there is a taxi service available for guests that may imbibe more than the law allows.
Valet	An alternative to having the party somewhere else, but when parking is at a premium, is to provide a Valet Service to park and retrieve vehicles from another location.

Inform the neighbors	As a courtesy, it is a good idea to let your neighbors know what is going on if you have the event at your home. This goes a long way toward keeping positive neighborly relations (or may not if they think they should be invited and aren't.)
Child-proofing	If you are inviting children and it is your home, you will want to make sure that the environment is suitable for children and their knack for getting into things is considered and accounted for.
Babysitter	In the event that the party is not suitable for children, arrange to have a baby sitter for yourself and your guests. This will definitely help attendance.
Directions / Maps	A clear concise map with directions is essential for those that are not familiar with the location of the party. It's a good idea to send these out with the invitation even to those you think may know where it is going to be held.

The Party – Food, Drinks and Essentials
Depending on the event, the following is a check list of items that you will need to consider

Food – Your Grocery List	<ul style="list-style-type: none"> ? - Appetizers ? - Buffet ? - Candy ? - Cake/Desserts ? - Caterer ? - Favors ? - Ice Cream ? - Salty snacks
Drinks & Refreshments	<ul style="list-style-type: none"> ? - Bartender ? - Beer ? - Coffee/Tea ? - Liquor ? - Ice ? - Punch ? - Soda Pop ? - Wine
Accessories	<ul style="list-style-type: none"> ? - Charcoal/fluid ? - Linens ? - Matches ? - Napkins ? - Serving stations ? - Tableware ? - Propane (for BBQ) ? - Toothpicks
Decorations	<ul style="list-style-type: none"> ? - Balloons ? - Banner ? - Confetti/Glitter ? - Flowers ? - Streamers ? - Welcome Sign

Facilities & Accouterments	<ul style="list-style-type: none"> ? - Ashtrays ? - Bug Spray ? - Candles ? - Centerpiece ? - Dance floor ? - Easel ? - First Aid Kit ? - Gift table ? - Lighting ? - Message Book ? - Restroom check ? - Seating chart/cards ? - Sign-In Board ? - Traffic flow (indoors) ? - Trash Cans
Entertainment	<ul style="list-style-type: none"> ? - Band ? - Caricaturist ? - Clown/Juggler ? - DJ ? - Film ? - Games ? - Gifts ? - Helium Tank ? - Magician ? - Fortune-Teller ? - Music ? - Photographer ? - Prizes ? - Sound system ? - Video tape ? - Video Recorder
Afterwards	<ul style="list-style-type: none"> ? - Carpet cleaner ? - Garbage ? - Thank You's

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Party Planning Checklist				
Item	Cost	Item	Cost	Item
? - Animals	_____	? - Favors	_____	? - Prizes
? - Appetizers	_____	? - Film	_____	? - Program
? - Ashtrays	_____	? - Flowers	_____	? - Propane (for BBQ)
? - Babysitter	_____	? - Games	_____	? - Punch
? - Balloons	_____	? - Gift table	_____	? - Recipes
? - Band	_____	? - Gifts	_____	? - Restroom check
? - Banner	_____	? - Grocery list	_____	? - Salty snacks
? - Bartender	_____	? - Guest list	_____	? - Seating chart/cards
? - Beer	_____	? - Helium Tank	_____	? - Serving stations
? - Budget	_____	? - Hotel Reservations	_____	? - Sign-In Board
? - Buffet	_____	? - Ice Cream	_____	? - Soda Pop
? - Bug Spray	_____	? - Ice	_____	? - Sound system
? - Cake/Desserts	_____	? - Insurance	_____	? - Streamers
? - Candles	_____	? - Invitations	_____	? - Tableware
? - Candy	_____	? - Lighting	_____	? - Taxi service
? - Caricaturist	_____	? - Linens	_____	? - Thank You's
? - Carpet cleaner	_____	? - Liquor	_____	? - Theme
? - Caterer	_____	? - Location	_____	? - Time (enough?)
? - Centerpiece	_____	? - Magician	_____	? - Toothpicks
? - Charcoal/fluid	_____	? - Maps	_____	? - Traffic flow (indoors)
? - Child-proofing	_____	? - Matches	_____	? - Transportation
? - Clown/Juggler	_____	? - Menu	_____	? - Valet Parking
? - Coffee/Tea	_____	? - Message Book	_____	? - Video tape
? - Confetti/Glitter	_____	? - Music	_____	? - Video Recorder
? - Dance floor	_____	? - Napkins	_____	? - Warn the neighbors
? - Disc Jockey	_____	? - Parking	_____	? - Welcome Sign
? - Easel	_____	? - Photographer	_____	? - Wine
				Total Cost

It is our most sincere wish that you have a successful event.

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