



party plan



Pre-Party: Once you pick a theme you are off to a good start. Often times you don't need a reason or theme to have friends over.

Planning is the key to success!

Budget: Don't go crazy! Make sure you make a budget for decorations, food, drinks, appetizers, deserts and etc. Once you have that number just add a touch more for unexpected expenses. Write out or use the urban aid party list to make sure you have accounted for all your needs. If you have a limited budget go potluck!

Guest list...

Invite for a great mix of personality, interests and fun! If you are going formal mail invites but otherwise get on evite.com or pick-up the phone. We like evite as its an easy way to let guests know where, when and other party details! Send your invitations about two to three weeks ahead of the party, so your guests will have time to save the date.

When to do what!

If you are not a "natural" planner start by creating a time line and mark out when things have to be done to keep you on track. Anything that needs prep, a response or other has to be done ahead.

Suggestions to help you plan it out...

Two to three weeks: Theme (if needed), budget and guest list. This includes your shopping list for all supplies! You will know if your budget holds water or not once you start listing out all the purchases (and prices) required.

One week before purchase decorations, food, drinks and clean thoroughly.

Two-three days before prepare all food that can be done ahead, decorate and double check items needed (you don't want to be running around the day of the party looking for ANYTHING i.e. toilet paper)

Day of the party it would be great to have a friend or two help you put on the final touches and set everything up. (Be sure to tidy up your house and remove potentially embarrassing items from sight). Make sure you leave time to get dressed and have fun!

See our party list for more detailed information

Cheers!

Karen and The Urban Aid Team

Just print, prep and party...**You are prepared!**