



# DISCO PARTY PLANNING CHECKLIST

## TO DO LIST

### 6 – 8 weeks to go

- Book entertainer/secure party date
- Decide location (at home or venue)
- \_\_\_\_\_
- \_\_\_\_\_

### 4 – 6 Weeks to go

- Create guest list
- Send invitations or e-invites
- Create a shopping list (*next page*)
- Research and order birthday cake
- \_\_\_\_\_
- \_\_\_\_\_

### Week Before

- Confirm Guest Lists & RSVPs
- Confirm entertainer
- Send Song Requests (*next page*)
- \_\_\_\_\_
- \_\_\_\_\_

### Day Before

- Charge camera
- Package party favour bags
- Pick up or make birthday cake
- Place food on order (ie. pizzas)
- Go grocery shopping
- \_\_\_\_\_
- \_\_\_\_\_

### Party day

- Clear space and darken room
- Set up party table & present table
- Decorate (keep it simple)
- Balloons on letterbox
- Grab some ice
- \_\_\_\_\_
- \_\_\_\_\_

## Party Plans

Disco For: \_\_\_\_\_ Turning: \_\_\_\_\_

Party Date: \_\_\_\_\_ RSVP Date: \_\_\_\_\_

Party Start Time: \_\_\_\_\_ Party Finish Time: \_\_\_\_\_

Party Venue: \_\_\_\_\_ DJ Name: \_\_\_\_\_

## GUEST LIST

Name	Invite Sent	RSVP yes	Thank You Sent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# DISCO PARTY PLANNING CHECKLIST

## Supplies/Shopping List

Supplies		Food & Drinks	
<input type="checkbox"/> Plates	<input type="checkbox"/> Party Favours	<input type="checkbox"/> Fairy Bread	<input type="checkbox"/> Jelly
<input type="checkbox"/> Bowls	<input type="checkbox"/> Party Favour Bags	<input type="checkbox"/> Donuts	<input type="checkbox"/> Cordial
<input type="checkbox"/> Cups	<input type="checkbox"/>	<input type="checkbox"/> Pizza	<input type="checkbox"/> Pop Tops
<input type="checkbox"/> Spoons	<input type="checkbox"/>	<input type="checkbox"/> Icy poles	<input type="checkbox"/> Bottled Water
<input type="checkbox"/> Napkins	<input type="checkbox"/>	<input type="checkbox"/> Party Pies/Sausage	<input type="checkbox"/>
<input type="checkbox"/> Candles/Sparklers	<input type="checkbox"/>	<input type="checkbox"/> Chips	<input type="checkbox"/>
<input type="checkbox"/> Streamers	<input type="checkbox"/>	<input type="checkbox"/> Nuggets	<input type="checkbox"/>
<input type="checkbox"/> Birthday Banner	<input type="checkbox"/>	<input type="checkbox"/> Hot Dogs	<input type="checkbox"/>
<input type="checkbox"/> Invitations	<input type="checkbox"/>	<input type="checkbox"/> Lollies	<input type="checkbox"/>
<input type="checkbox"/> Thank you cards	<input type="checkbox"/>	<input type="checkbox"/> Fruit	<input type="checkbox"/>

## Song Requests *(Send to KDP a week before your party)*

Song Name	Band/Artist	Song Name	Band/Artist

## Kids Disco Parties will bring:

<input checked="" type="checkbox"/> DJ/Entertainer with awesome dance moves	<input checked="" type="checkbox"/> Extension Leads
<input checked="" type="checkbox"/> Professional Sound Equipment	<input checked="" type="checkbox"/> Prizes for disco games
<input checked="" type="checkbox"/> LED Disco Lighting	
<input checked="" type="checkbox"/> Cordless Microphones	

## Additional items Kids Disco Parties can help with:

<input type="checkbox"/> Tailored <i>Digital</i> Party Invitations (supplied with Ultimate & Flexi Party Packages)
<input type="checkbox"/> UV/Black Light for UV Glow parties