

The 5Ws and H of Party Planning

Essentials

The essentials. Build on the basics of a party. This includes simple W plus H questions you must answer- carefully, rationally and promptly!



The 'When' . Fix the party date as soon as possible, so you can work on the other essentials. Invitations, especially for formal gatherings should be sent out 4 weeks ahead. Important- always ask for R.S.V.Ps, or you can call people to confirm if they're coming or not.



The 'Who'. Create a list of guests you'll be inviting. It could be a group of friends, your family members, your colleagues or a distinctive mix of everyone. Now, you can estimate how much space you'd need!



The 'Where'. Check out your space like an outsider. Would it fit everyone? Does it have a complete kitchen set you would need? Is the bathroom good enough for male and female guests? Remember that an average- sized room can only accommodate 30 people. If your space wouldn't be suitable, consider renting a venue. Or if you lack some equipment, maybe your friends can offer you a hand!



The 'Why'. Why are you throwing a party, in the first place? It might be for a birthday or an anniversary, whatever reasons you have, make it the core of your celebration. For the holidays, embrace the generous and happy spirit with bright decorations, a variety of menus, and life-boosting music!



The 'What'. Knowing your party's purpose will now let you decide on the tiny details. What will be your dominant party colors? Is it gonna be cocktails or buffet? What food will you prepare? Or will you hire a caterer instead? How would you keep the party alive? Some games like charades perhaps? Or hook up your music- filled Ipod instead? Don't forget some favors for your guests to bring home!



The 'How Much'. Now, it all brings down to how much you can spend for your party. Just think on what you can comfortably afford. Other details will just go around the money-on-hand. Parties need not to be expensive; your organizing skills and creativity are all that's required!

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<i>Holiday Party Budget</i>		<i>Budget</i>	<i>Spent</i>
<i>Food</i>			
<i>Drinks</i>			
<i>Decor</i>			
<i>Invites</i>			
<i>Total</i>		\$	\$

The Conclusion. Have you answered all these questions completely? Great! Now, you have the essentials-a date, a venue, a guest list, a theme, and a budget. Next stop, figure out the specific details, work it out as scheduled, and have the time of your life party planning!



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Prepared by:



Teelie^T*Turner*

www.TeelieTurner.com