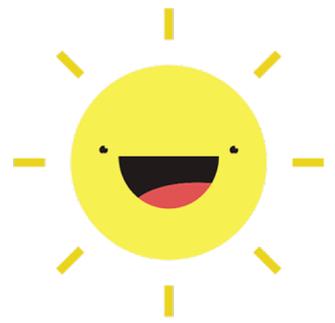




JUMPING Ever After



PARTY CHECKLIST

Who, what, where, when, how...? Putting together a party involves lots of details. For planning that's a breeze and a bash that's a blast, print out our handy checklist & stay organized for a stress free party!

8 WEEKS BEFORE YOUR PARTY

- Pick the theme / style of your party.
- Set your budget.
- Create a guest list.
- Find a venue that caters to your theme & guest list
- Set the date, time & duration.

HELPFUL TIP: Setting a budget & theme first makes all the other decisions about your party much easier.

The theme will dictate your venue & food choices. A budget allows you to splurge on certain items and save on others, helping you to create the party you really want.

6 WEEKS BEFORE YOUR PARTY

- Choose your invitation.
- Brainstorm your menu.
- Brainstorm entertainment & games.
- Create a list of all the items you need to purchase before the party.

HELPFUL TIP: Your invitation is the first tangible item your guests will see. Create a great impression and get your guests excited by sending an invitation that reflects the style of your party. Be sure to provide clear RSVP instructions.

4 WEEKS BEFORE YOUR PARTY

- Send out your invitations
- Purchase your decorations or your supplies if you're going DIY
- Finalize all details now if you're booking entertainment or hiring party equipment. (Explore through our fantastic range of jumping castles to find the perfect one for your event!)

2 WEEKS BEFORE YOUR PARTY

- Purchase your tableware including plate, napkins & cutlery.
- Plan & purchase party bags - (we will happily organise this for you – please call us for a quote ☺)
- If you're making decorations, start now.

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1 WEEK BEFORE YOUR PARTY

- Follow up with any guests who have not RSVP'd & finalize guest list.
- Create a shopping list, purchase drinks and non perishable food and pre-make any food that can be frozen / confirm menu

1 DAY BEFORE YOUR PARTY

- Prepare non-perishable food & thaw any pre-made frozen food.
- Hang up party decorations
- Set up games & activities
- Charge your camera

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HELPFUL TIP: sending your invites earlier results in a better response. If your running short of time remember that printable invitations can be turned around in 1-2 days and you can print at home or at a local print shop on the same day.

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DAY OF YOUR PARTY

- Prepare any last minute food
- Pick up cake
- Set up food table/gift table with goody bags set to go
- Snap lots of photos
- Pump up the music, HAVE FUN!

Notes:

