

# PARTY



# PLANNING IDEAS



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**TABLE OF CONTENTS**

1. Introduction: The Challenge of Party Planning
2. The Universal Appeal of Parties
3. Are you a Party Person
4. How to Plan a Perfect Party
5. Plan your party ahead of time
6. Tips for Perfect Hors D'oeuvres
7. Making Creative Invitations
8. Is your Party for Smokers or Non Smokers
9. Giving Guest Books
10. Creating the Perfect Party Atmosphere
11. Smart Decoration Ideas
12. Creating the Perfect Party Checklist & Managing Budget
13. Lighting Tips
14. Creative Party Gifts
15. Great Party Themes
  - Animal
  - Beach/Desert
  - Cartoons
  - Casino
  - Fantasy
  - Decade
  - Food Extravaganza
  - The Great Outdoors
  - Hawaii
  - Holidays
  - Just For Kids
  - Just For Men/Women
  - Sports
16. Creative ideas for Party Games
17. Anniversary Party Ideas
18. Baby Shower Party Ideas
19. Creative Birthday Party Ideas
20. Tips For Planning Wedding Parties
21. Planning a Bar Mitzvah
22. Party Ideas for Kids
23. How to make Overnight Parties interesting
24. Fun Party Dresses
25. Selecting Different Types of Party Food
  - Homemade Party Foods
  - Finger Foods
  - Exotic Party Foods
26. How to select the perfect Liquor
27. Tips for Seating your Guests
28. Smart Parking Tips
29. Great Party Music
  - Disk Jockeys
  - Karaoke
  - Top Party Songs





## 30. Party Entertainment Tips

- Hiring Entertainers
- Involving your Guests

## 31. Great Party Toasts

## 32. Planning Party Dances

## 33. Travel & Transportation for Guests

## 34. How to give a distinct appeal to your Party: That Extra Something

## 35. Dealing with Accidents & Spills

## 36. How To Wrap up a Party

## 37. Dealing With Trouble Makers at your Party

## 38. How to Make a Profit from your Party

## 39. How to Unwind and Relax after a party

## 40. Summary: Party on!





### **Introduction: The Challenge of Party planning**

The word “party” surely lights everybody’s faces and adds sparks of excitement. However, effective planning is the key ingredient behind the success of every party.

If you do not plan your party properly then it might end up being a total chaos. Therefore, lots of planning is essential before you host a party. Party planning is indeed a challenge owing to the number of preparations that need to be taken care of beforehand.

There are various aspects of a party like the food, drinks, decor and other elements. All these things vary depending upon the type and scale of party. And with small parties, preparations can be made at home.

However, for a large party you need to arrange the caterers, the drinks and make other necessary arrangements that ensure the comfort of your guests. The mere thought of so many preparations may make you feel weak in the knees, as so much planning for a party is certainly not an easy job.

Sometimes you feel scared of hosting parties due to the preparations involved. However, there is no need to shy away from hosting parties any more as you will find plenty of useful ideas here, which would surely make your party memorable.

You can make your party exciting and interesting by setting up various themes and understanding the associated theme requirements of your party. Here you will also find useful ideas regarding the different chores that accompany party planning.

This will surely help you in planning your party in an efficient manner. So get ready to accept the challenge of party planning. You will find that planning a party is actually very interesting and requires managerial qualities.

Pretty soon you will start loving the idea of hosting a party. You can also experiment with the various types of parties and try a new party each time.

### **The Universal Appeal of Parties**

Parties are appealing to everybody irrespective of the part of the world in which they live. Parties are universal and are hosted in every part of the world.

The things that differ are traditions, customs and rituals of parties. For example, weddings are held in different ways in various countries. Each wedding has its own traditions and rituals, which lead to the successful completion of the wedding ceremony.

However, the basic aim of partying remains the same. Each person wants to enjoy the party atmosphere and bask in the festive spirit. We celebrate parties for various occasions all over the world be it anniversaries, birthdays, weddings graduation parties or school reunions.





We always feel excited at the prospect of attending a party or hosting a party.

All people of various age groups enjoy parties. Children, adults, teenagers and aged people love the parties and the fun and excitement that come along with it.

Every single occasion in our life can be celebrated in the company of friends, family members and relatives. Parties provide a platform for enjoyment and make all the events even more memorable.

The specialty of a party is its universal appeal. People coming from all walks of life like to host and attend parties. Even if you visit a different country and are invited for a party out there you will enjoy yourselves and feel the same party spirit as you feel back home.

## **Are you a party person?**

There are numerous parties held for various occasions. However, there are some people who love to attend every single party and do so with equal enthusiasm. However, there also people who shy away from parties and do not like to attend them.

If you are a party person then you would surely like to attend parties and host them too. Hosting parties is a challenging task as seen earlier. However, for a party person it is a very easy task. As they love the entire atmosphere created by the parties, they do not feel bogged down by these responsibilities.

If you are a party person, then you would also like to attend all the parties in town including the discs and clubs. In case you are an avid nocturnal, then parties held at discs are apt for you.

Find out whether you are a party person or not. This is very easy as you just have to judge your tastes and preferences when it comes to partying.

If you like the entire ambiance and feel addicted to the party scene then you are a party person. If you love to mingle with people and enjoy yourself to the fullest at parties, then too, you are a party person.

If, however, you do not like to attend parties and feel awkward or uncomfortable in the party atmosphere, then maybe it is better you stay away from the party scene. The main condition is that you should feel comfortable in the party atmosphere and do not feel awkward.

Party people like to participate actively in all the games and activities that are planned in the party. They are the life of the party. Sometimes there are some people without whose presence, we cannot think of having a party. They add the necessary spark to the party.





So make sure that you enjoy hosting or attending parties. It is not necessary that each one should be a party person. Therefore, there is no need to feel awkward if you do not like parties.

## How to Plan a Party Perfectly

Planning a perfect party requires loads of efforts and you may feel bogged down by the responsibilities. Sometimes planning can lead to stress which can be avoided. However, if you chalk out well-designed plans, then the whole process becomes much easier.

Planning a party does not mean simply inviting guests. There are many things that need to be considered to make sure that your party becomes a memorable affair. Your preparations start from making the guest list where you decide the number of guests you want to invite depending on your budget; chalk out a budget and work accordingly.

The main part of preparations is food. You need not prepare food at home in case your guest list is too long. You can hire caterers who will take care of food and decide on the menu.

Organizing is the key factor while preparing for a party. Disorganized activities only lead to mess and confusion. It is very necessary to maintain lists, which contain all details of your plans.

If you wish for a perfect party then you can decide a theme for a party and start preparing accordingly. Setting a theme adds that extra personal touch to the party and makes it even more exciting. You can choose from many creative theme party ideas. Your guests will surely fall in love with your party.

Make sure you invite your guests well in advance so that you have enough time in hand. You can plan a perfect party without over spending. So avoid splurging more than required and try to manage everything keeping your budget in mind.

In case the venue of your party is your home then make sure that your home is spic and span. This creates a great impression on the guests. You can also create a party ambiance by decorating your home and adding balloons or other confetti.

Plan a perfect party keeping all these details in mind and check out the success of your party. You are the host of your party and should keep an eye on the preparations until the last minute to avoid any hassles.

Finally, there is no point in hosting a party if you do not enjoy it. So enjoy your party wholeheartedly and spread the joy to your guests.

Plan your party ahead of time

Planning a party can be a tiring process but if you plan ahead of time then it seems like a cakewalk. You should keep plenty of time in your hands for the various preparations accompanying a party. Here are some ways in which you can plan your party ahead of time.





- First, when you decide to have a party, you need to decide a suitable date. Make sure that you decide a day, which is suitable for all your guests who will be attending your party. If most of your guests find it difficult to attend your party due to work or other reasons, then you can try to choose another day.
- A party proves to be a great platform for interaction and making new friends. So prepare a guest list keeping these things in mind. Your guests should feel comfortable with each other. A heady mix of guests proves to be great combination and adds to the zing of the party.
- Guests always remember the taste of the food you serve at your party. So the quality of food attains great importance. You have to plan your menu well in advance as you also have to assign the caterers. Make sure your menu suits all your guests and keep it a simple affair. In case you prepare food at home, do not choose exotic recipes that need a lot of time investment.
- Many times certain important things escape our mind due to the stress of the party. So making lists proves to be very helpful as you can refer to your list if you forget any detail of your party.
- Preparing a budget is the most important thing. Do not start with your preparations without deciding a budget as it serves as a guideline for your expenses.
- If you plan to have music in the background then keep the stack of CD's and cassettes ready. This depends on the mood of your party. The kind of music that you choose decides the fate of your party. So do invest some time in choosing the music.

So make sure you plan your party well in advance to ensure great success of your party. Make sure your party is the best one and people preserve it in their memory lane.

### Tips for Perfect Hors D'oeuvres

Hors D'oeuvres are literally the life of any party. Lip smacking Hors D'oeuvres are one of the elements that make your party memorable. You can often see guests continuously munching on the irresistible hors d'oeuvres kept in a corner.

However, if you find that no guests are loitering around your stack of hors D'oeuvres, then you need to pay more attention to this part. Here are some tips for perfect hors d'oeuvres.

- Generally, hors d'oeuvres consist of finger foods that are easy to handle and eat. Almost all food-aholics love this section of the party, so choose your finger food properly. The hors d'oeuvres may be small in size but create a great impact on your guests.
- Try out various combinations of hors d'oeuvres. However, remember that the snacks you include should be in tune with each other. Do not mix and match food here if you are not sure of the resulting taste. Remember that your hors d'oeuvres are the start of your party and set up the mood of your party.
- If you have decided to have a theme party then the hors d'oeuvres should also match with your theme. Depending on the theme, you can select the snacks. If you theme is based on any particular place like Hawaii then you can find out the snacks which are popular there. This will make your hors d'oeuvres more interesting and your guests won't be able to stop themselves from visiting this corner for a long time.





- Some guests have a tendency of feasting on the hors d'oeuvres. However, you can remind your guests to keep room for the main meal, which you would serve later on. Have an adequate quantity of each type of snack and devote some five portions of snacks to each person.
- If you include sweet and gooey snacks made from chocolates or cakes then keep them away from your costly furniture or carpets so that they do not spill, leading to a mess. Note: It is better to keep them in a safe corner if you are expecting children at your party.

You can keep various hors d'oeuvres like sandwiches in various shapes, burgers, rolls and salads. They should be so good that your guests should ask for recipes of your hors d'oeuvres!



### **Making Creative Invitations**

Inviting your guests for your party is the first task that you need to accomplish. Use print invitations as much as possible; do not use the medium of telephone calls to invite your guests and make it a boring affair.

You can make creative invitations that add a personal touch to your invites. Your invitations should be impressive and should compel guests to attend your party.

You can prepare interesting invitations at home using various materials, depending on the occasion of your party, you can start creating your invitations well in advance. However, before you start marking the inside of the invitations with details, decide the timing of your event, as apart from creativity, your card should contain all the date and contact info needed for your party.

In addition to mentioning the date, time and the venue of your party, in case you have decided on a dress code, do not forget to mention this in your card. Here are more ideas for making creative cards for various types of parties...

#### **Birthday parties-**

- In case of a kid's birthday party, you have a variety of options to choose from. You can use colorful papers for writing out your invitation. You can also form various interesting cutouts of animals like rabbits, kittens or puppies. You can also form cutouts of various cartoon characters.





- If you are a teenager and have decided to host a theme birthday party, you can create invitations complementing your theme. You can create designs based on your theme like cell phone-shaped invitations and a cake to match.
- There is no dearth of ideas for creating adult birthday invitations too. Adults, too, find creative cards interesting and can use them to spruce up their party like PC-themed and DVD-themed cards. So make your party the most happening and talked about party by investing time in creating superb invitations.

## Anniversary parties

- You can create anniversary party invitations to celebrate your first anniversary, silver jubilee or 50<sup>th</sup> anniversary. You can check out the various templates available on the Internet and then make your own invitations. You can prepare flowers with the help of colorful papers and stick them on your card. You can also use ribbons and laces which will add a special touch to your anniversary card.

## Baby shower parties

- If you are celebrating a baby shower party, then you can select a nursery rhyme and prepare cards based on this nursery rhyme. Another innovative way is to use baby bottles and keep your invitation inside this bottle. You can use chocolates and wrap them up with the invites inside.
- In case you do not have enough time to prepare cards at home you can opt for creative designs available in the shops. There is a wide variety of such cards. You can find the card suiting your taste and needs.

## House warming parties

- A house warming party is the best way to share your happiness and joy of moving into a new house with your loved ones. Add a special touch by creating your own invitations. You can use verses or poems that reflect your happiness and write or print this on your card. You can also use cutouts of pretty houses for inviting your guests.

## Wedding parties

- You can personalize your wedding invitations by making them on your own. You can use various floral designs on your cards or stick dried flowers to the card and mention the details inside the card.
- You can also use ribbons to decorate your card. Ribbons come in various beautiful colors and patterns. You can tie a ribbon on your card to make it more attractive.
- Different motifs or monograms also can be used. If your wedding is based on a theme then you can design the invitation card accordingly.

There are many other types of parties, which are held celebrating various occasions like graduation, New Year's Eve or weddings. Creative invitations for all these occasions are available and you can also create hand made cards for your guests. These cards can also be created using hand made paper which adds to the charm of your invitations.





## Is your party for smokers or non smokers?

If you are hosting a party and you are not in much favor of smoking then ensure that you take the necessary measures concerning your guests in the habit of smoking. Smoking can prove to be quite a menace in a party atmosphere and can spoil the ambiance of your party. So make sure that you decide earlier itself whether your party would include smokers as well.

If you have a mixture of smokers and non smokers in your party, then you will have to keep a check on the smokers. The wisps of smoke may have adverse effects on some of your guests in case they have an allergy.

You can try and request the smokers to stop smoking for a while, til your party gets over. This however needs to be done in a polite manner without offending your guests. You should use tact when dealing with smokers.

There are guests who simply cannot stop smoking. If you are aware of any such person attending your party, then you can keep a smoking area outside your place where your guests can smoke in peace. You can also decorate the place a bit so that these guests do not feel lonely.

However, do make sure that no inconvenience is caused to the guests who do not like smoking or suffer from allergies. It is your responsibility to see that smokers and non-smokers both stay happy and feel comfortable in the company of each other.

You can make mention about the smoking area in your invitations and spread the awareness to all your guests. This helps in building up the comfort level of your guests. Then just make sure that the guests who smoke use the smoking area. In case they do not, you can politely direct them towards this area.

If you are strictly against smoking then make sure that your guest list does not include any guests who are in the habit of continuous smoking.

Even if you have no qualms against smoking make sure that you keep a separate area for smoking. Depending on whether your party is for smokers, non smokers or a mixture of both decide the provisions you need to make.

## Giving Guest Books

In case you are hosting a large scale party, then you can start by giving out guest books or booklets; AKA programs. These are for the many times a host needs to personally inform the guests about the events or activities organized in your party.

This is a tiring task especially when the number of guests you are expecting is a large number. Hence in these cases, guest books prove to be very handy at such times.





You can include your entire plan in the guest book and make a list of all the activities that would take place. The guest book, too, should be attractive and should catch the attention of all your guests. Your guest book should contain the names of guests expected to attend your party.

You can keep this guest book at the entrance so that the guests can check out their names and find out other guests visiting the party. This will help your guests in entertaining people they like and avoiding others. It will also give an overview of the various guests attending your party.

You can also have a separate section where the guests can share their contact numbers or any other information. The guests have to sign the guest book in front of their name while entering the party. This helps you a lot as you can then check the exact number of guests who attended your party.

If you are having a formal party, then your guest book also includes the seating arrangement of your guests. The guests should be able to find their seats with ease. You can allot numbers or alphabets to the seats and assign them to the guests. This will help your guests in finding their seats easily and will avoid any kind of confusion.

A good guest book creates a great impression in the minds of the guests. The guest book gives a glimpse of your party and gives a sneak peak into the activities in store for your guests. So make sure that you create the perfect guest book and do not forget to mention the name of any guest in it.

## **Creating the Perfect Party Atmosphere**

Any party is incomplete without a happening and interesting atmosphere. Creating the perfect atmosphere is an art, with which few people are gifted. However, even you can create a great party atmosphere using simple and unique ideas.

Depending on your budget, you can select the decorations you want. If you wish to have inexpensive decorations, then you can use streamers and balloons that are available cheaply in the market. You can choose various colorful streamers and add that zing to your party. They look very pleasing to the eye and are useful in building up the mood for a party.

In case your budget is high, then you can opt for a more elegant and costly décor. If you have decided upon a theme party, then you can hire actors, rent props and host fun higher-cost activities related to the selected theme. These things spruce up the party scene, and the guests will be geared up to enjoy the party.

Most times, you find various interesting decorations at home itself. You can search your cupboards to find if anything can be put to good use while decorating your place for the party. You can even use simple things like candles that will surely add to the charm of your party.

A party atmosphere is incomplete without the presence of guests. So make sure that your guests are comfortable so that they can bask in the party atmosphere wholeheartedly. If your guests do not know each other then you can start a game where all the guests get a chance to introduce themselves. This helps in developing a bond between the guests.





If your party includes dance and music make sure you create a relevant atmosphere with proper lights and effects. The atmosphere you create has an impact on the guests and their moods. If your party is lively, then your guests too feel enthusiastic and are game for all your planned activities. However, if you have a dull and boring atmosphere then obviously the guests would better be off at their own homes.

Last but not the least you can greet all your guests with a smiling face and spread cheer and joy. So make sure you take that extra effort in creating the perfect party atmosphere and ensure that your guests remember your party for a long time.

If you plan to have the party outdoors then make sure you keep a check on all the guests and ask them if they need anything. You should treat them as royal guests and help them in case they need anything.

If you are an amateur at hosting parties then you can refer to the Internet or books, which would help you out in creating the perfect party atmosphere. These contain tips that will certainly help you.

Creating the perfect party is thus entirely in your hands and you are the creator of your party. You yourself too need to maintain a great mood so that your guests too feel the vibes and enjoy the party.



## Smart Decoration Ideas

The main concern while hosting a party is taking care of the decorations. The decor that you set up for your party is very important and it should amalgamate nicely with the flavor of your party. You should use smart decoration ideas to add spice to your party.

One of the smart decoration ideas is to use balloons and streamers for a festive environment. There is a wide variety of balloons available in the market to use, too. These balloons are available in various shapes and sizes in an assortment of colors. All the colors are a delight to the eye and add to the beauty of your party.





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