

## Spring Event Checklist

- **Date, time and type of event:** Keep your guests in mind when choosing a date and time. The type of event will depend on the occasion.
- **Location/Venue:** Choose a location that will comfortably fit all your guests, and is a reasonable traveling distance for most of them. Whether you are doing it at home or at another location, consider how your decorations, food and activities will work in the space
- **Choose a theme or event:** Will this be a holiday or birthday party, or another type of event or gathering? Choose a theme that works for you, and consider food, decorations and activities to coordinate with your theme.
- **Select your menu:** Whether serving a full meal, or snacks, your menu should be easy to prepare and easy to eat. Consider traveling with your food if your location is not at your home.
- **Tableware:** Don't forget the tableware! Consider solid color tableware to match your theme, or designs to go with your event. You'll need
  - Dinner Plates
  - Snack/Luncheon/Dessert Plates
  - Luncheon Napkins
  - Beverage Napkins
  - Cups
  - Table Covers
  - Plastic Cutlery
- **Decorations:** Coordinate decorations with your theme. Consider your space and work with the layout. Decorations can take any party or event from ho-hum to WOW! Some options are:
  - Party Theme
  - Blow Outs
  - Hats
  - Streamers
  - Balloons
  - Confetti
  - Games/Activities
  - Banner
  - Door Sign
  - Centerpiece
  - Pinata
  - Curling Ribbon
- **Menu:** Whether you are serving a full meal or snacks, try to keep food simple. Easy to prepare and easy to eat are key for a successful menu. You can still WOW your guests but keeping the ingredient list and the prep time short will create less stress for you. Here's another tip; make 1-3 items yourself and order the rest or pick them up at the grocery store. Fillers like nuts, mints, sliced deli meats and cheeses are a great way to round out one or two fabulous homemade items.
- **Games & Activities:** It is crucial to plan something for your guests to do. Some options are games, crafts, trivia challenges, and ice-breaker activities. Plan something to keep them entertained and spur laughter. That is key to a great event.