

How to plan a party

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When planning any kind of party you need to follow some simple steps to have a perfect party. A couple things you will need to get started is to determine what the party is for.

Then you can determine where the party is going to take place you will also need to determine the time and date, guest list, invitations, food, drinks, decorations and of course entertainment. First you need to decide what your party is for and where it's going to take place. For example If the party is a baby or wedding shower you will probably want it at a hall. If you are having a kids birthday party you will probably want it at your home. Graduations parties are good in your backyard If your backyard is big, if not then a fire hall is a good choice. Also the two main factors you need to keep In mind when determining where your party is going to be is space and cost.

If you have your party at a hall and have them make all of the food it will cost you more. If you have the party in your backyard you will need to make sure your backyard is big enough for your guests to fit comfortably. Next you will need to determine a date and time for the party. If the occasion lands on a Tuesday usually you will want your party on the following or prior weekend. If you're planning a baby or wedding shower you need to determine the date of the wedding or the date when the baby is due then you usually have the shower two months prior.

Now you will want to determine the time of your party. You will need to decide if it will start early afternoon or late afternoon. Usually kids birthday parties start early afternoon, but an adult party sometimes you will have

start at a later time. Also think about how much time that day you will need to prepare for the party. Now you will need to determine the guest list.

For example, will you be inviting family and friends or just family. If it is a kid's birthday you need to determine which of your kid's friends you are going to be inviting depending on if they are in school or not. If it is just an adult party you need to decide if you will be having any kids at the party. A good thing to do is write out your list on a piece of paper and go through it deciding who you want at the party. Also your budget can also determine your guest list because you will need to feed your guests and food is not cheap. Also you will need to figure out what kind of invitations you will want to get.

You can buy invitations or you can even make them on your computer at home. You will also want to find out everybody's address who you are inviting. Invitations should be mailed about three weeks prior to the party so your guests have enough time to respond to let you know if they will be attending or not so you can determine how much food you will need. Then you will need to find out what will be on the menu for the party. You could either make your own food or have it catered. You can also go an easy way and just order pizza depending on the type of party.

If the party is at a hall they usually can provide food for you and they will charge you per plate. If you are making the food you will want to pick something that you can make the day before. You don't want to be rushing around the day of the party getting all of the food made when you have so much other stuff to take care of. You will also want to get some type of snack

for your guests usually something like chips and dip and maybe some cheese and crackers. You will also want to think about dessert. A cake is a good idea for most every party.

You can either order it from a bakery or even make it yourself. You will also need to get beverages for your guests. Depending on how many adults you will have you will need to determine if you want alcohol or not. Also you will want to have juice, soda, water and always something diet to drink. You also want to make sure you have silverware, plates, cups and lots of napkins.

Finally you want entertainment and decorations at your party. You need to pick a theme you want for your party. For example kid's parties pick a cartoon character they like. If your having a graduation party it is nice to have the same color balloons and plates as the color of the school that they graduated from. Lastly you will want to have some kind of entertainment to entertain your guests. Music is always a good choice to have at a party, but then you need to determine if you want a dj or if you want to just turn your radio on.

This also can depend on your budget and where the party takes place. Not all parties use music as entertainment, for example a wedding and baby shower you will want to have games and some simple gifts for your guests to win to keep them entertained. Also kids birthday parties you want kid games like pin the tail on the donkey. If you follow these simple steps you should come out with a great party for whatever special occasion it might be for. As always remember your budget also takes a factor in all of your planning from your guest list to even where the party will take place.