

# Private Party Planning Checklist

## Event Basics

- Choose your event date and time frame
- Set an overall budget range
- Decide your guest count estimate
- Choose your event type / overall vibe
- Create a rough planning timeline

## Venue Questions to Ask

- What is included with the rental?
- What is the set up / clean up window?
- Are tables and chairs included?
- What is the weather backup plan?
- Are there parking or noise restrictions?
- Is there a cleanup deposit?

## Setup & Decor

- Choose your color scheme / theme
- Plan welcome table / gift table / food layout
- Make a list of needed decor items
- Confirm who is helping decorate
- Make sure weather-sensitive items are protected

## Food & Drinks

- Will you serve a meal, snacks, dessert only, etc.?
- Do you need catering, a food truck?
- How will drinks be served?
- Do you need extra coolers, ice, or drink dispensers?

## Entertainment & Activities

- Music: playlist, DJ, or live?
- Will you need games or activities?
- Do kids need a dedicated entertainment?
- Do you need extension cords for vendors / equipment?
- Plan any speeches, cake cutting, gifts, or other special moments

## Things People Often Forget

- ice
- extension cords / power strips
- serving utensils
- paper towels
- bug spray / sunscreen
- clear arrival / departure instructions for guests

## Need A Little Extra Help?



The Woods offers private event planning support service packages including vendor coordination, layout guidance, decor inspiration, and more to make your event planning easier.

Explore Private Party Support at [www.thewoodsparkandpavilion.com](http://www.thewoodsparkandpavilion.com)