

Quick Six Worksheet

Party Location: _____ Time: _____

The Six Elements of a Successful Party	Ideas and Thoughts
#1: Theme, Mood, and Colors <i>What theme or colors will I build my party around? What kind of mood do I want to create?</i>	
#2: Invitations <i>How best can I build excitement for my party? What can I say or send that says “fun” and conveys what my party is all about?</i>	
#3: Décor and Ambiance <i>Areas to consider are decorations, music, video, lighting, and centerpieces. Do I need to rent a party tent, tables, and chairs? Do I need to rent a sound system, heaters, or lights?</i>	
#4: Food and Beverage <i>Do I need to rent glasses, plates, silverware, serving pieces, or other party hardware? Can I hire someone to help serve and clean up? Can I enlist a couple of friends to help?</i>	
#5: Activities <i>What’s the most fun thing I can do with this crowd? What will people be up for doing?</i>	
#6: Special Touches <i>Should I give people party favors before, during, or after the party? Should the guest(s) of honor be given something special?</i>	