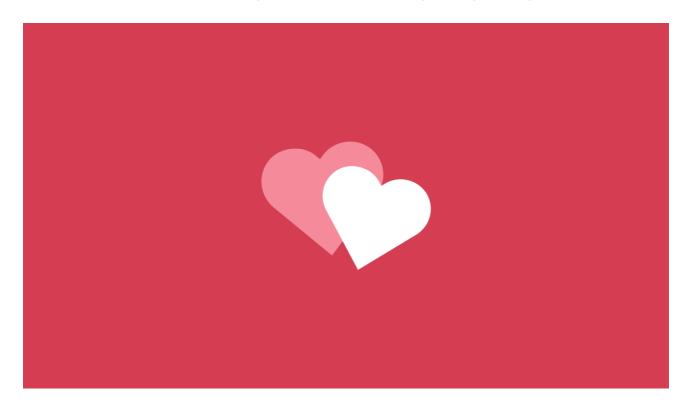
## **ANNIVERSARY PARTY CHECKLIST**



## 6 - 1 2 MONTHS AHEAD

Select Anniversary Party Date and approximate time					
Discuss Party Budget and who will be paying					
Agree on Guest List and the style of the party					
Choose and book the party venue					
Choose and book Photographer &/or Videographer					
Organize the catering					
Select and book any transport needed for the anniversary couple					
Select your florist and discuss the colors and theme					
Select the entertainment					
Consider Invitations and decide if making them yourself					
3 - 6 MONTHS AHEAD					
Order or make your anniversary invitations					
Order Hire Equipment – chairs, tables, etc					

## **2 MONTHS AHEAD**

	Post or	deliver	all ir	vitations

Select an Anniversary Cake and order	
Book any Accommodation or Transport needed for out of town guests	
Discuss and plan you photos with your Photographer/Videographer	
4 WEEKS AHEAD	
Check and confirm all bookings and arrangements	
Buy wedding rings	
Plan seating arrangements	
Ask speakers to prepare speeches	
2 WEEKS AHEAD	
Confirm venue booking and the numbers	
7 DAYS AHEAD	
Confirm transportation	
1 DAY BEFORE	
Lay out everything you will require on the party day	
Confirm when Flowers and Cake are arriving	
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