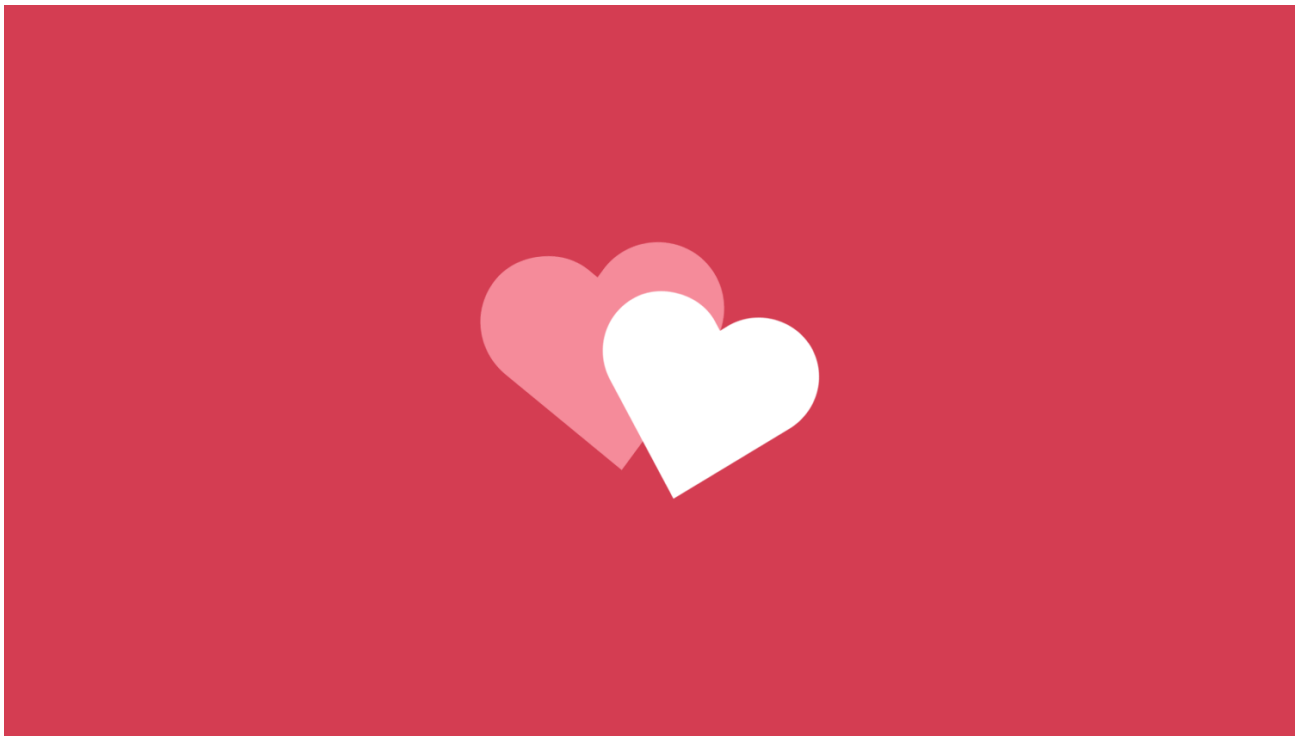
ANNIVERSARY PARTY CHECKLIST



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 invitations

- [ ] 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
- [ ] Sleep Well!

Make and Share Free Checklists
checkli.com