

ANNIVERSARY PARTY CHECKLIST



6 – 12 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!

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