

JustForFunEvents.com

— PRESENTS —

Guide To Successful LARGE EVENTS

Includes (but is not limited to)

Corporate/Company Outings

School/Church Fairs or Festivals

City/Town Events

Up All Night Graduation Parties

Fundraisers

Grand Openings

Store Promotions

Sidewalk Sales

Fire Works

Home Parties with 100 guests or more, Etc.

If any of these apply to you then read on for all the help you'll need to have a successful event. Even if this is your first time planning an event of this size.



ESSENTIALS



1. When & Where: Make the timing & setting of your event the first decision you make. Exact date & place can be written in later, but decide now tentatively on the time of year and kind of place you would prefer. To increase party space , remember you can rent a tent or two.



2. Budget: How much you want or can afford to spend should be set firmly at the outset,. Decide what is most important to your event, food & drinks, entertainment, atmosphere, etc. Keep in mind that the bulk of your entertaining dollars should go to your priority item. Also consider that you may need to rent tables, chairs, linens & silverware, as well as hire wait staff for the event.



3. Theme & Décor: Decide on the size of your budget then adapt the idea to suit the occasion. Pay special attention to lighting, it can transform a dingy place. On a big budget, seek the help of professionals such as Amusement Rental Companies, Party Planners, Florists & Caterers.



4. Guest List & Numbers: The length of the guest list will depend on the type of event you are planning & the budget. Plan the list early & be flexible, allowing for a few late invitations or sign-ups.



5. Entertainment: Entertainment choices are endless & controlled only by the scope of your imagination or budget. If children will be attending you should definitely think about having entertainment just for them to keep them from becoming bored & cranky. For adults, you should think about music which always adds to any event, even if just played softly in the background. Depending on the type of event you could hire a band, DJ, or simply set up a sound system that you rent yourself. At a large event walk around entertainment is always fun such as a Roving Magician, Stilt Walker, Balloon Twister, etc. For other ideas see our entertainment page.



6. Food & Drink: If you are planning on using a catering company, ask friends for recommendations & consider how you would like the food & drink to be served. Options include:



BUFFETS: By Far, the most popular and most economic of food venues in BIG parties. This will allow for good interaction between guests who can circulate freely. Generally less expensive than full sit down meals, also allows for a greater choice of food.



SEATED BUFFETS: This allows a cold appetizer to be set up at the table. Some guests prefer to sit while eating.



SIT-DOWN MEALS: This is best for formal occasions. Table planning ensures that like-minded guests can be seated near each other. More expensive than buffets, a sit down meal should include at least three courses.



COCKTAIL PARTIES: This is ideal for entertaining large numbers, when it is an advantage that not everyone arrives at once and that some guests only stay half an hour. Cocktail Parties generally last 2 1/2 hours.

*Drinks: Whether alcoholic or non-alcoholic, should be plentiful.
Ask vendors if they deliver & supply glasses.*



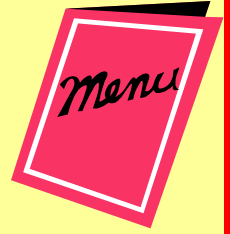
7. Venue Ideas: There are many places available to lease for a day or a number of hours. Some of the places in your area may include:

- * PUBLIC & PRIVATE PARKS
- * HALLS
- * BOATS (FISHING, GAMBLING, SIGHTSEEING)
- * BARNs OR FARMS
- * HEALTH CLUBS
- * NIGHT CLUBS
- * BEACHES (PRIVATE & PUBLIC)
- * ZOOS
- * MUSEUMS
- * SWIMMING POOLS
- * RESTAURANTS
- * SPORTS CLUBS
- * AMUSEMENT PARKS





PLANNING



THE ESSENTIALS ARE DECIDED,
NOW THE PLANNING CAN BEGIN.

1. **Invitations:** Put up sign-up sheets or send out invitations at least two months before a large event to allow guests time to make arrangements. A respond by or cut off date, helps you and your guests. Make sure you state a dress code & any other pertinent information on the sign up sheets or invitations.



2. **Menu:** When planning the menu, in addition to budget, consider who is coming; whether guests are young or old; any specific dietary requirements, such as vegetarian, vegan, kosher; whether a special occasion demands specific food. Sample a menu if you are using outside caterers before confirming the booking.

- *Plan a range of tastes & textures. Include a varied mix of ingredients, trying not to repeat them in different dishes, & think about color & presentation, course by course. Try not to overload a meal with calories & never be too stingy with portions.*

- *Food at cocktail parties should be bite-sized for ease of eating. Always provide cocktail napkins. Allow about 10 pieces per guest for a cocktail party of approximately 2 hours; for longer parties, allow 15 to 20 pieces per head.*



3. **Drinks & Glasses:** Drinks should be ready as guests arrive. It is disastrous for a party to run out of liquor, or soft drinks, so be sure to have an ample supply.

- *Allow 3–4 glasses per guest. Guests served from trays will put a glass back on the tray & take another one.*

- *Provide plenty of chilled water & soft drinks, especially in hot weather. Out door events in summer will often go through 3 or drinks per person.*

One bottle of wine is 5 or 6 glasses. Allow 2/3 of a bottle of white wine & 1/3 of red wine per guest,. If only wine or champagne is being served., allow 1/2 bottle per guest.



4. **Buffets:** Set buffet tables at each end of a room or area so that guests don't all have to line up in one place. Use tables large enough to allow space for plates, cutlery, napkins & condiments as well as the food. Avoid bottlenecks by setting buffet tables well away from the bar. To prevent a long line, invite small groups, one at a time, up to the tables to get their food.



5. **Seating Plan:** For a Formal meal you will need a seating plan this should combine an alphabetical list of guests & their numbers with a numbered table plan, both positioned at the entrance to the dining area. Give someone a copy of the list to assist those who cannot find their table. At a sit down meal, choose round tables for 8, 10 or 12 guests.



6. **Staff:** While you may be able to cope well using volunteers at a party at home, at an outside venue, it is best to employ professional staff. Allow 1 waiter per 20 guests at a cocktail party, & 1 per 10 at a sit-down meal. Depending on the event & place, you will need bar, reception, coatroom, security staff & parking valets. DJ's & bands are responsible for bringing & setting up their own equipment.



7. **Schedule:** A schedule helps everyone know who is doing what & at what time. This will save you from answering questions all evening long from the staff.





CHECKLIST FOR PLACE

QUESTIONS TO ASK



- | QUESTIONS TO ASK | <input checked="" type="checkbox"/> |
|--|-------------------------------------|
| 1. Number of guests the rooms hold? | |
| 2. Availability of coatrooms & rest rooms? | |
| 3. Lighting, ventilation, heating of rooms? | |
| 4. Availability of cutlery, china, table linens, etc.? | |
| 5. Choices of catering menus (if available)? | |
| 6. Use of outside caterers, florists, entertainers? | |
| 7. Adequate kitchen facilities for outside caterers? | |
| 8. Presence of Administrative staff for advice, liaison? | |
| 9. PA system for speeches? | |
| 10. Possibility of bringing one's own decorations? | |
| 11. Easy to reach by car or public transportation? | |
| 12. How close is parking. Is it sufficient? | |
| 13. Facilities for disabled, including entrance ramps? | |
| 14. State of fire alarms, emergency exits, security? | |
| 15. Any other events being held there on your date? | |
| 16. Do you need any special permits or licenses for event? | |
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CHECKLIST FOR FOOD & DRINK

QUESTIONS TO ASK



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| 1. Sufficient tables & chairs, including buffet table, gift table? | |
| 2. Table linens, napkins? | |
| 3. China, including for tea & coffee? | |
| 4. Cutlery for 3 course meals, tea, coffee? | |
| 5. Condiments for savory & sweet dishes, tea, coffee? | |
| 6. Serving dishes, bowls & utensils? | |
| 7. Stands for special foods; e.g., cake? | |
| 8. Adequate cooking, food warming facilities? | |
| 9. Glasses for alcoholic & soft drinks? | |
| 10. Ice, ice buckets & tongs? | |
| 11. Cocktail shakers, stirrers & swizzle sticks? | |
| 12. Bottle openers & corkscrews? | |
| 13. Serving trays & napkins? | |
| 14. Knife & board to cut up fruit for decorating drinks? | |
| 15. Refrigerator within reach of bar/serving table? | |
| 16. Table at entrance for seating plan (if necessary)? | |
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CHECKLIST FOR ENTERTAINERS

IDEAS



- | IDEAS | <input checked="" type="checkbox"/> |
|---|-------------------------------------|
| 1. Disco, DJ & dance floor | |
| 2. Live band | |
| 3. Master of Ceremonies | |
| 4. Caricaturists, Fortune Tellers | |
| 5. Clown, magician, face painters | |
| 6. Stilt walkers, fire eaters | |
| 7. Petting zoo, pony rides | |
| 8. Carnival Rides | |
| 9. Carnival game booths | |
| 10. Fun foods (cotton candy, popcorn, sno-cones) | |
| 11. Arts & crafts tables (sand art, spin art, sun catchers) | |
| 12. Raffle Drums, Game Wheels | |
| 13. Bubble or fog machines | |
| 14. Karaoke | |
| 15. Temporary Airbrush Tattoos | |
| 16. Ice cream truck visits | |
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CHECKLIST FOR DECORATIONS

IDEAS



- | IDEAS | |
|--|--|
| 1. Table Arrangements, Centerpieces | |
| 2. Decorative napkins | |
| 3. Place cards (put name on both sides of place card) | |
| 4. Flowers, large scale floral decorations | |
| 5. Mood lighting, candles, incense | |
| 6. Balloons with helium tank, string or ribbon & weights | |
| 7. Streamers, party poppers, | |
| 8. Disposable cameras | |
| 9. Entrance decoration or Arch | |
| 10. Chair decorations | |
| 11. Party bags for children | |
| 12. Favors & gifts | |
| 13. Banners, signs | |
| 14. Paper lanterns | |
| 15. Schedule of events (at least 1 for each table) | |
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