

Party Planner Tool

Party Planning Resource Guide and Pre-Party Checklist

For each of the following statements or questions, fill in the blank or check the answer or statement that best applies to the party or event you are planning. The purpose of this checklist is to help you get a clear picture of what you want for the event and how to get there. Completing the checklist should take no more than 10 minutes.

Step 1: Get the Event Clear in Your Mind

- This is an official social event of our organization.
 This is an informal gathering and an “unofficial” group event.
 This event has nothing to do with our organization, even if some of our members will be present.
- This is an invitation-only event.
 Invited guests can bring people they know to the event.
 This is an open event that anyone can attend.
- We want a really big event with at least ____ people attending.
 We want a medium-sized event with no more than ____ people attending.
 We want a small, intimate event with no more than ____ people attending.
- People are getting together for this party/event to. . . (Check as many as apply)**
 Get to know more people, or get to know people better.
 Relax at the end of a long week.
 Celebrate _____ together.
 Enjoy an activity together.
 Burn off steam/have some fun together.
 Showcase our organization, our members, or our accomplishments.
 Raise money for our organization or for a charity.
- What’s the central activity of the event (what’s the main thing you’ll do when you’re together)?**

6. What is your vision for the event? What would make it a success?

7. What do you *not* want to happen at the event? What do you want to avoid?

Step 2: Make Some Decisions about Alcohol at the Event

1. How much money are you going to spend on this event? _____

2. How much of this amount should be for alcohol? _____

3. Where are you going to hold the event? _____

4. How many people can the event venue legally hold? _____

5. How will alcohol be available at the event?

We will supply alcohol. Indicate below which types of alcohol and how much of each you will supply.

Beer: How much? _____

Wine: How much? _____

Spirits: How much? _____

We will use a third-party vendor to provide alcohol.

Guests will bring their own alcohol.

6. How will alcohol be served?

A member of our organization will be bartender at the event.

A third-party vendor will serve alcohol.

Guests will serve themselves from the supply of alcohol they bring.

7. What non-alcoholic beverages will you serve? _____

How much of each non-alcoholic beverage will you supply? _____

8. What types of food will you serve? _____

Step 3: Security: Plan to Avoid Problems

1. What do you need to make sure people who attend the party know before they show up?

- The kind of event this will be/what they should expect they'll be doing
- Whether they can invite others to the event or announce the event to others
- Whether alcohol will be available/whether they should bring their own if they wish to drink
- Our organization's policies about serving guests who are under the legal drinking age
- Our organization's policies about arriving at one of our events intoxicated or high

2. Who—other than the guests—needs to know that this event is happening?

- Neighbors or residents surrounding the event venue
- University staff/administrators
- Local or campus police
- Other (please describe): _____

3. How will you ensure that only invited guests enter the venue?

- We will have someone at the door with a list of invited guests.
- We will have someone at the door monitoring who is entering.
- We will give invited guests a tag, bracelet, or other identifier.
- Other (please describe): _____

4. How will you ensure that you're not supplying alcohol to anyone under the legal drinking age?

- Our third-party vendor will enforce this.
- We will card people at the door.
- The person bartending will ask each person to show an ID before they are served.

5. What is your plan for parking/getting people to and from the event?

- We have told guests where they may and may not park.
- We have arranged transportation for guests (e.g., private bus, designated drivers).
- Parking is not an issue; most people can get a cab/bus/train or walk to the event.

6. What is your plan for managing the trash generated by the event, especially outside?

- We will have trash bags or barrels out for people to use.
- We will have people picking up trash throughout the event.
- We will have people cleaning up trash after the event or early the next day.

7. In what kind of situations will your party/event monitor step in?

- A guest or group member is getting too loud.
- A guest or group member is starting a fight with someone.
- A guest or group member is over-intoxicated and needs to be taken home.

A guest or group member is making unwanted sexual advances on others.

A guest or group member is destroying property.

Other (please describe): _____

8. In what kind of situations will people be asked to leave?

A guest is unwilling to stop causing problems after being asked to stop.

Someone has complained about another guest or member.

Other (please describe): _____

9. In what kind of situations will you ask for police assistance?

There are many more guests at the event than we wanted and they won't leave.

One or more people are causing problems or threatening the health or safety of other guests.

Other (please describe): _____

Step 4: Get It Done

Identify the person responsible for each task below. If a task isn't relevant for this event, write "NA" for "Not Applicable."

Task	Person Responsible
Make arrangements with the event venue	
Create a guest list and send invitations	
Plan and implement the core activity for the event	
Purchase alcohol or make arrangements with a third-party vendor	
Purchase non-alcoholic beverages	
Purchase and/or prepare food	
Notify neighbors and others about the event	
Arrange for music or a DJ	
Set up the venue for the event	
Monitor the door so that only invited guests or people you know enter	
Monitor the event and step in if problems arise	
Clean up after the event	
Other (please describe):	
Other (please describe):	

Pre-Party Checklist

Check the items that you and others have accomplished before the event.

- A guest list has been created.
- Invitations have been sent.
- We have received responses from the people we invited; we know who is coming and who isn't.
- We have a plan for how alcohol will be served and monitored.
- Everyone coming understands the kind of event we're having and what to expect about alcohol being served there.
- We have a plan for making food and non-alcoholic beverages available.
- We have designated event monitors who know what to do if problems arise and are empowered to do it.
- We have sober door monitors who know who has been invited to the event and who should not be let in.
- We have notified neighbors/residents near the venue that we will be hosting an event. We have asked them to let us know if the event is disturbing them before they call the police.
- We have let the local police know we will be hosting an event.
- We have let university staff or offices know we will be hosting an event (if appropriate).
- If the event is happening in a place where one or more of our group members live, we have secured people's valuables so that they can't be stolen and we have limited access to places where we don't want guests hanging out.
- Everyone involved in hosting the event is prepared to deal with neighbors and the police in a productive and cooperative manner.
- We have a plan for cleaning up inside and outside after the event.
- We have a plan for following up with neighbors, the police, or university officials if needed after the event.
- We have scheduled a time to debrief about the event with our organization's leaders to talk about how we can manage risks even more effectively for the next event.