

Outdoor Party Checklist

By Fae Fisher

- ☐ Outdoor Party
 - ☐ Establish the tone when you set the table and put up decorations.
 - ☐ Provide blankets and cushions or portable tables and chairs.
 - ☐ Set up the food on a buffet table outside.
 - ☐ Ply your guests with plenty of fluids.
 - ☐ Use coolers full of ice for beverage storage.
 - ☐ Hire a musician for an hour or two, or provide plenty of CDs and a boom box.
 - ☐ Set up a changing room for your pool party, with extra towels poolside.
 - ☐ Bring on the fun with a football, frisbee or volleyball set.
 - ☐ Find a spot for the table with the right mix of sun and shade.
 - ☐ Be sure that you are prepared with proper lighting if the party goes into the evening.
 - ☐ Make sure to have extra cashmere wraps for women and jackets for men, so if it starts to get chilly, guests can still dine outdoors comfortably.
- ☐ Equipment
 - ☐ Solid folding chairs.
 - ☐ Outdoor chair pads.
 - ☐ Outdoor dining table and chairs.
 - ☐ String lights & paper lanterns.
 - ☐ Take-out boxes for gifts.
 - ☐ Outdoor umbrella.
 - ☐ Outdoor toss pillows.