

# Anniversary Party Checklist

By Sherry M. Lewis

- Planning a Party
  - Determine your budget.
  - Determine the number of people you think might attend.
  - Determine the date of the anniversary party.
  - Decide whether you want to have a large and/or formal ceremony in a restaurant or smaller, informal party at home.
  - Shop around to find a good deal from different party planners.
- Formal Party
  - Ask friends or coworkers for recommendations for possible places to have the party.
  - Begin to contact places that have been recommended.
  - Get information as to menu, cost, experience, cost of decoration etc.
  - Narrow down your list of places.
  - Ask for references and names/phone numbers of people that used the facilities.
  - Ask relatives or friends to accompany you to your final top choices.
  - Book the place you have chosen.
  - Book the entertainment.
  - Decide if you want a professional photographer.
  - Arrange hotel for the guests.
  - Decide if you want to have a toastmaster.
  - Go shopping for a dress/tuxedo and accessories.
  - Put finishing touches on your party.
- Ceremony at Home
  - Decide if you want a caterer or any other assistance in the kitchen.
  - Book the caterer as soon as you have made a decision.
  - If cooking yourself, ask friends and family for assistance.
  - Plan your menu.
  - Decide on a theme.
  - Contact hotels to see if you can negotiate a group rate for your guests.
  - Send out invitations at least 3 months in advance.

- Decide if you will have entertainment in your home.
- Decide if you want a professional photographer or a friend taking pictures during the party.
- Ask a close family relative or friend to speak the toast.