
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!