



HOLIDAY PARTY Planning Checklist

Minimize stress with this list...

Holiday parties are so much fun. We've been planning holiday parties for more than 30 years, so we know that planning them can be stressful. That's why R.T. Clown Inc. assembled this holiday party planning checklist to make this year's holiday party the best ever!

Need help planning your next holiday event?

Call R.T. Clown today!

800-597-7636



R.T. Clown, Inc.

Menus & Bar Ideas

- Choose your food.**
- Pick your venue.**
- Pick your bar and beverages.**

The Basics

- Choose your date.**
- Decide your guest list.**
- Find an available venue.**
- Call an Event Planner.**
- Choose a holiday theme.**

The Details

- Hire entertainment.**
- Design venue layout.**
- Rent necessary equipment.**
- Create a timeline.**
- Hire an event planner.**