



## PARTY PLANNING CHECKLIST

You've ordered the cake and sent out invites, but could you be leaving something just as important off your party planning checklist? Whether it's a small backyard gathering or a sprawling celebration for a special occasion, a little extra planning and consideration will go a long way to keep both party goers and neighbours happy throughout the event!

Use the following checklist to help make sure your party goes off without a hitch:

### Give neighbours a heads up

Even if they aren't invited, if there's any possibility that the event could be noisy or raise concerns such as impacting parking on your street, it's worth knocking on doors or dropping a note in letterboxes to let neighbours know well in advance about your event. Make sure to include your contact details so should there be any issues on the day they can contact you first rather than turning to local authorities.

### Be considerate of noise

Have a plan on when the party should start and end and stick to it. If you want to keep the good times rolling, consider taking the party off-site. The last thing you want is to have a Police officer knocking on your door telling you the party is over. Noise by-laws vary from town to town so if you're unsure check with your local council.

### Look after your guests

If underage guests will be present while alcohol is being served, make sure to keep an eye on them and consider offering some non-alcoholic options that they'd enjoy so they don't feel left out. Make sure for those who are drinking there is also plenty of water and food available and everyone is able to get home safely. Even if it means confiscating keys and arranging a taxi, don't be shy about looking out for what's best for your guests - lives may depend on it.

### Keep things tidy

Not only will broken bottles on the sidewalk or costumes strewn about your neighbourhood ruffle feathers but so will guests who spill out into the streets. If your property is too small to contain all of your guests, consider moving things to a nearby venue or a public park. Make sure to also do a sweep the next day to tidy any litter.

### Prepare necessary permits

Planning on lighting a fire, setting off fireworks, selling food or alcohol, or closing off your street? Regardless of the size or type of party certain activities will require a permit. If you're unsure, check with your local council. Better to play it safe than to pay for it later in fines!