

A party plan you can hand off

Print at actual size on US letter paper. Assign names, not departments. Keep personal dietary, medical, and accommodation details in a separate private record.

Event / date:

Location / time zone:

Guests per session / sessions:

Total room count, including workers:

Before the invitation goes out

Confirm	Owner	Due / done
Spending ceiling and approval authority		
Employee timing preferences and shift coverage		
Accessible route, seating, toilets, and exits		
Private request contact and access arrangements		
Caterer: ingredients, substitutions, cross-contact		
Remote or alternate-shift celebration and costs		
Optional games, gifts, photos, and attendance wording		
Payroll review: attendance and assigned event work		
Photo audience, review owner, reuse permissions		

Do not guess capacity. Confirm the furnished layout with the venue. Include guests, workers, support people, and venue personnel. Repeated seatings need a reset and a waiting-area plan.

Event lead / emergency decision-maker:

Who calls 911 / who meets responders:

Replace allowances with quotes

Use USD totals, not only price per guest. Record what each quote includes so tax, service charges, delivery, and gratuities are neither missed nor counted twice.

Category	Quote / allowance	Includes / excludes
Meals (guests + workers + planned spares)		
Nonalcoholic drinks / dietary arrangements		
Venue / furniture / permits / insurance		
Materials / printing / AV / signage		
Delivery / service fees / tax / gratuities		
Operations labor: people × hours × loaded rate		
Guest payroll / overtime / shift backfill		
Access services / transport / childcare		
Remote packages / separate host		
Other:		
Subtotal		
Contingency: ____% × subtotal		
Total / approver		

Article examples, not quotes: 12 guests: \$623 + \$93.45 = \$716.45. 60 guests: \$3,670 + \$550.50 = \$4,220.50. 180 guests in three seatings: \$13,200 + \$1,980 = \$15,180. Each adds 15% contingency.

Those examples exclude guest payroll, substantial advance planning, shift backfill, alcohol, childcare, remote packages, unquoted permits/insurance, and local overruns. Access allowances are not caps on accommodations. Confirm actual services and costs.

A 90-minute sample schedule

Independent example, not the schedule behind every budget. Confirm food throughput. Shorten the activity if food runs late; preserve eating time and the advertised finish.

Local time	Plan	Named owner
4:00 to 4:10	Arrival and seating	
4:10 to 4:15	Welcome, access notes, opt-out reminder	
4:15 to 4:40	Meal service and eating	
4:40 to 5:15	Optional activity or conversation	
5:15 to 5:25	Dessert and brief thanks	
5:25 to 5:30	Departure buffer	

The 35-minute activity window: 3 minutes to explain, 25 to participate, 7 to finish. A 20-minute craft leaves slack. Conversation-only participation is welcome. Setup and cleanup are outside the 90 minutes.

Rehearse and close the loop

Check	Owner	Done
Test instructions with someone new to the activity		
Confirm seated, large-print, and digital options		
Rehearse meal pickup and accessible delivery		
Test remote audio/captions and local network		
If sharing photos: test upload, approval, audience		
Complete cleanup, returns, invoices, photo requests		

Optional photos: require approval before public display, assign a reviewer, and confirm permission from people pictured. A successful upload does not authorize every later use.