

# SAFE PARTY PLANNER

## PRE-PLANNING

My party is on \_\_\_\_\_

Start time \_\_\_\_\_

Finish time \_\_\_\_\_

Budget \_\_\_\_\_

Theme/type of party \_\_\_\_\_

Dress code \_\_\_\_\_

Venue \_\_\_\_\_

Venue manager's contact details \_\_\_\_\_

Have you found out about the venue's insurance? Yes / No

What are the noise restrictions? \_\_\_\_\_

Is the venue easy to secure against gatecrashers? Yes / No

Is the venue easy to find and is there good parking for parents? Yes / No

## INVITATIONS

Written  SMS  Email

Social sites  Other \_\_\_\_\_

## GUEST LIST

Total number \_\_\_\_\_

Who is managing RSVPs \_\_\_\_\_

Have you discussed if there's anyone who should not be invited?

Who needs to be told about the party beforehand?

Neighbours  Guests' parents

Police  Other \_\_\_\_\_

## ENTERTAINMENT AND FOOD

What will make the party fun? \_\_\_\_\_

What food will be served? \_\_\_\_\_

Other \_\_\_\_\_

## ALCOHOL

Will alcohol be served at the party? Yes / No

If yes, have you considered:

The Australian alcohol guidelines and secondary supply law?

How to avoid people getting drunk and accidents?

## DRUGS

Will smoking be allowed? Yes / No

What will happen if illegal drugs are brought into the party? \_\_\_\_\_

## TRANSPORT

Who will make sure that safe transport for the guests is arranged after the party? \_\_\_\_\_

If any guests can't get home safely where will they sleep? \_\_\_\_\_

Other \_\_\_\_\_

## GATECRASHERS AND SECURITY

How can gatecrashers be prevented from entering? \_\_\_\_\_

Are any locations off limits to guests? \_\_\_\_\_

Where will pets go to keep them safe during the party? \_\_\_\_\_

Who will be the adult supervisors? \_\_\_\_\_

How will emergency vehicles easily access the party if necessary? \_\_\_\_\_

Other \_\_\_\_\_

## PARTY RULES

Are there any other rules that need to be agreed to ensure everyone has fun on the night? \_\_\_\_\_