

# Orbit Event Rentals, inc.

## Help, I am having a party, what do I do?

### 3-4 wks in advance

Establish your budget	Create your guest list
Choose a date and time	Choose theme and color scheme
Book venue or entertainment	Decide on cake design
Contact Orbit Event Rentals to reserve party rentals	
Purchase invitations (note special instruction i.e. dress to theme, it's a surprise)	

### 2 weeks in advance

Mail invitations	Plan menu
Make grocery list	Grocery shopping (non perishables)
Inventory serving dishes owned	Call Orbit Event Rentals to update order
Purchase party and cake deco supplies	Gather decorations and games
Order cake (if not making)	

### 1 One week prior

Order balloons	Select party music
Confirm venue, entertainment, and rentals	
Birthday candles Purchase party favors and prizes	
Confirm head count; call all those who have not R.S.V.P.'d	
Clean house so that the day before only spot cleaning will be needed.	

### 2 days prior

Stuff and label goodie bags	Charge cameras
Purchase last minute items	Grocery Shopping (perishables)
Make room in fridge for party food	Tidy up areas of the house that need it
Clean up outside areas being used for party	

### Day before

Bake and/or decorate cake	or pick up ordered cake
Wrap presents	Get games and activities in order
Pick up rentals	Or, received pre-arranged delivery of rentals
Prepare any food that can be made ahead	

### Party Day

Decorate	Pick up balloons (or delivered 1 hr. prior)
Pick up ice	Prepare remaining food
Final tidy up	

### 1-2 days after

Develop film  
Write thank you notes and include pictures of the big day  
Return rental items (or have stacked/ready for Orbit Event Rentals to pick up as pre-arranged)  
Create your own photo album to enjoy the memories for years to come

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