




# Anniversary Party Checklist Template: Venue, Food & Guest Comfort Management

 Show only Checklist

Display Style  

## Venue & Logistics

Tasks related to securing and preparing the event location.



## Venue Address

 Set My Current Location



## Contract Expiration Date

Enter date...

## Maximum Guest Capacity

Enter a number...

## Accessibility Considerations?

Yes

No

### Venue Contract

 Upload File

### Setup Time Allotment

Enter time...

### Venue-Specific Notes

Write something...

## Catering & Beverages

Planning and managing the food and drink services for the party.

### Estimated Guest Count

Enter a number...

### Catering Style

- Buffet
- Plated
- Family Style
- Food Stations

### Dietary Restrictions (Select All That Apply)

- Vegetarian
- Vegan
- Gluten-Free
- Dairy-Free
- Allergies (Specify in Notes)

### Allergy Notes & Specific Dietary Requests

Write something...

### Beverage Service

- Open Bar
- Cash Bar
- Limited Bar (Host Provided)
- Non-Alcoholic Only

### Estimated Food Budget

Enter a number...

# Guest Experience & Comfort

Ensuring a pleasant and comfortable experience for all attendees.

## Estimated Guest Count

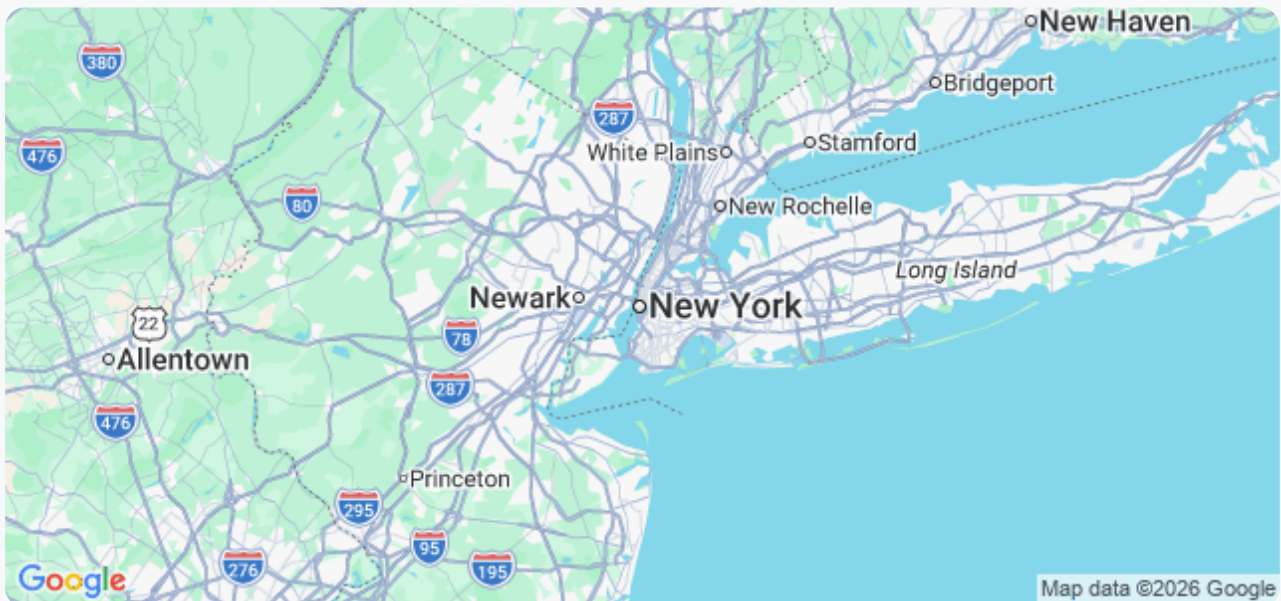
Enter a number...

## Temperature Control (Heating/Cooling)

- Adequate
- Needs Adjustment
- Insufficient

## Restroom Locations

[📍 Set My Current Location](#)



### Accessibility Considerations

- Fully Accessible
- Minor Adjustments Needed
- Not Accessible

### Quiet Hours Start Time

Enter time...

### Special Guest Needs/Requests (e.g., dietary restrictions, mobility assistance)

Write something...

## Decorations & Ambiance

Planning and setting up decorations to create a celebratory atmosphere.

### Number of Balloons

Enter a number...

### Color Scheme

- Gold & Silver
- Rose Gold & Blush
- Black & White
- Custom

### Inspiration Images

 Upload File

### Lighting Style

- Romantic
- Modern
- Festive

### Table Centerpiece Description

Write something...

## Entertainment & Activities

Arranging entertainment and activities to engage guests.

### Music Style

- DJ
- Live Band
- Playlist (Self-Managed)

### Estimated Guest Participation in Activities

Enter a number...

### Entertainment Booking Confirmation Date

Enter date...

### Type of Entertainment

- Music
- Games
- Photo Booth
- Magician

### Entertainment Start Time

Enter time...

### Specific Entertainment Requirements/Notes

Write something...

# Timeline & Coordination

Managing the overall schedule and coordinating vendors.

## Event Date

## Event Start Time

## Number of Weeks Before Event to Start Planning

## Vendor Contract Deadline

## Key Contact Person for Coordination

- Event Planner
- Family Member
- Friend

### Vendor Setup Time (if applicable)

### Final Guest Count Deadline

## Budget & Payments

Tracking expenses and ensuring all payments are made.

### Total Budget Allocation

### Venue Deposit Paid

### Catering Costs Estimate

### **Entertainment Fees**

Enter a number...

### **Decorations Expenses**

Enter a number...

### **Photography/Videography Costs**

Enter a number...

### **Payment Due Dates (Venue)**

Enter date...

### **Payment Due Dates (Caterer)**

Enter date...