




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

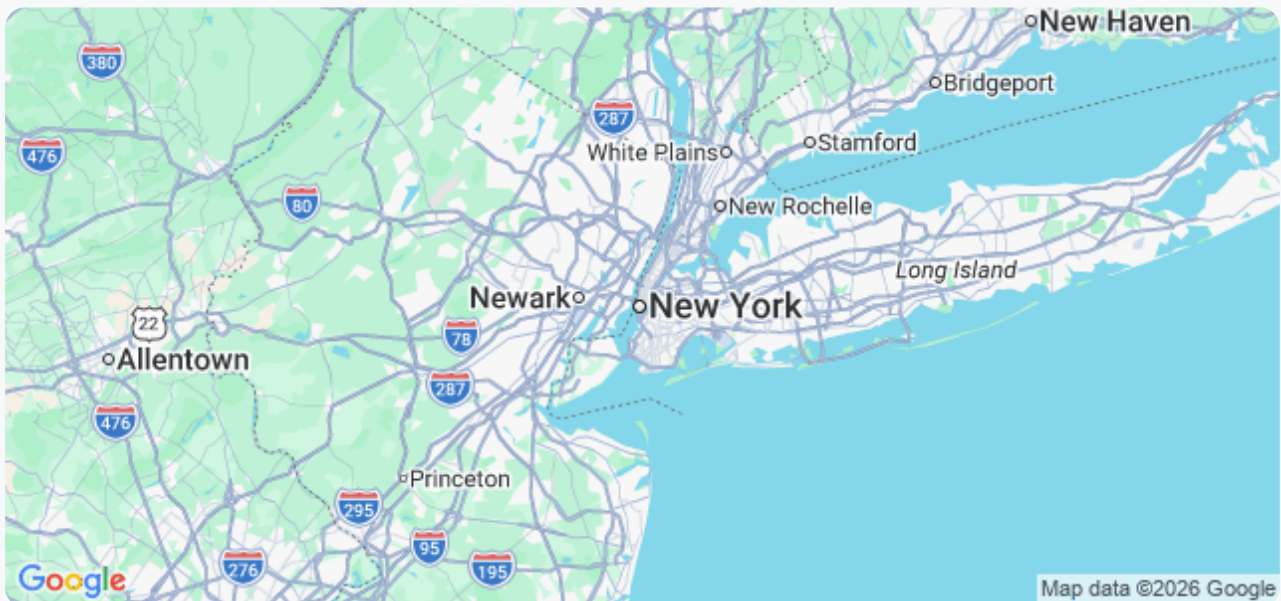
Enter a number...

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...