

## Decorations Checklist

### To Theme or Not To Theme... That is the Question!

Here's a list of what you might do and what you might not. No pressure here. But remember, theme is very important. Saying you don't have a theme is like saying, *"just make sure the air conditioning works and there's food on the table!"*...which is important, of course...but!

Even if you choose just to do florals...that's still a theme you carry through with colors and size and all that good stuff. Leave it to the caterer, you may have bud vases on the table with plastic flowers and dust for leaves. Then again, if that's okay with you, it's okay with me. It's your party!

If you decide on using a decorator, supply them with this checklist and ask them to prepare a proposal with prices listed by item. Then pick and choose what you want to fit within your budget. Am I good to you or what?

### Decorations Checklist...

#### OUTSIDE LOCATION:

- Signage
  - Balloons
  - Lighting
  - Music
  - Other
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#### INSIDE LOCATION/OUTSIDE ROOM:

- Welcome Sign at entrance
- Entrance Sign at "room" entrance
- Seating Cards theme based
  - Table
  - Sign
  - Balloons
- Sign-In Board and/or
- Message Book
  - Table
  - Sign
  - Balloons
  - Pens
- Directional signage based on theme
- Restroom signs theme-oriented
- Coat check signage

INSIDE ROOM:

- Band Backdrop
- Buffet Station Backdrops or Decor
- Ceiling Treatment
- Photo Blow-Ups
- Gift Table
- Murals
- Balloon Treatment/Arches

TABLES

- Linen       Specialty       Color Choice(s)
- Napkins       Specialty       Color Choice(s)
- Centerpiece / Adults
- Centerpiece / Kids
- Votive Candles
- Napkin Rings
- Confetti/glitter
- Balloons
- Games
- Program/newsletter
- Single use camera(s)

MISCELLANEOUS, THEME-ORIENTED

(e.g., if "carnival" is your theme...  
you may want to have a midway, have clowns etc.)