

## Party Tips

- **First decide on the date of your party, guest list, and theme.** If you choose to entertain around a holiday, many of your decisions will be easier, if you incorporate traditional decorations and food. Invite guests to your party early, preferably two or more weeks ahead of time. This will give them time to RSVP and will give you more time to plan. The comfort of your guests is your primary goal, so think about compatibility, tastes, ages, and the ambiance you want to create.
- **There are ways to make things easier** - takeout and deli foods are absolutely acceptable, and you can have a cookout, picnic, or a potluck party if you are really busy. A sit down dinner party is more formal than a cookout or a buffet, so think carefully about what type of party makes you the most comfortable.
- **Get ready to make lists!** Lists are absolutely essential for any party, as you can jot things down as you think of them. Once you have the basics well planned and written down, your mind will be free to be creative with the food, fun, and decor.
- **Make your guest list and invite them.** Calling is the easiest way to invite, and you will most likely get an immediate response. Another advantage of calling is you can ask if your guests have any food allergies or preferences. For larger parties, like a surprise birthday party, you can send out invitations.
- **Take inventory of your supplies:** table and chairs, serving pieces, cutlery, crystal, plates, candlesticks, serving areas, and of course your kitchen. Think about renting or borrowing items you don't have. Make sure the things you own are sparkling clean and in good repair.
- **Think about how you want to decorate.** Decorations for a party can be as simple as candlesticks on the table, or more elaborate streamers, balloons, flower arrangements, tablecloths, and even chair covers. Decorate with the seasons too. Fresh flowers in the summer, a bowl full of polished apples and spruce twigs in the winter, or a vase with colorful leaves and cattails in the fall are simple, inexpensive, and beautiful.

## Wedding Tips

### Wedding Checklist: Things NOT to forget!

#### One Year to Six Months Before

*\*If you are having a wedding and need rental items for your wedding, now is the time to contact AAA Party Rentals to secure rental of linen, tables, chairs, candelabras, dishes and flatware. Reserve your items early to ensure the quantity and colors of your choice.*

1. Announce engagement. Order Wedding Rings
2. Meet with both parents to discuss type of wedding
3. Consider hiring a bridal consultant
4. Plan wedding budget
5. Buy a memory album
6. Choose wedding & reception sites
7. If having a church wedding, meet with clergy
8. Choose attendants
9. Shop for the bride's dress and order it early!
10. Plan color scheme and shop for bridesmaid dresses. Order them as soon as possible.

#### **4 months prior to the wedding**

*\*Rethink your rental reservation if your quantities have changed, contact AAA to modify your reservation*

11. Consult travel agent about honeymoon plans
12. Register at Bridal Gift Registry
13. Begin guest list
14. Order Invitations
15. Select and book your photographer, videographer, and entertainment

#### **Three to Four Months Before**

16. Complete your guest list
17. Invite out-of-town guests early!
18. Address invitations as soon as they arrive or hire a Calligrapher and do it with style!
19. If you have not already done so, order your bridesmaid dresses now! Confirm your wedding dress order too!
20. Order Groom's, Groomsmen and Dad's Tuxedos
21. Book your caterer
22. Shop for your wedding cake
23. Choose your florist
24. Pick out and order your ice carvings
25. Plan ceremony & reception details with musicians and/or other entertainment
26. Arrange for wedding transportation
27. Complete your honeymoon plans

#### **One to Two Months Before**

*\*Rethink your rental reservation if your quantities have changed; contact AAA to modify your reservation*

28. Buy wedding gifts for each other
29. Mail wedding invitations
30. Plan rehearsal & rehearsal dinner
31. Pick up wedding rings
32. Have a final fitting of gown & bridesmaid dresses
33. Have studio wedding portraits taken
34. Contact newspaper regarding wedding announcement
35. Arrange for hotels for out-of-town guests
36. Send thank you notes for early gifts
37. Purchase gifts for attendants

#### **Last Two Weeks**

*\*If there are items on your rental reservation that you do not want or need, now is the time to cancel or decrease your order without penalty. Rethink your rental reservation if your quantities have changed; contact AAA to modify your reservation*

38. Pick up marriage license
39. Send announcement to newspaper
40. Have your hair done by hairstylist like you plan to wear it on your wedding day. Bring your veil with you!

41. Meet with a make up consultant for beauty tips.
42. Check on honeymoon reservations
43. Buy travelers checks
44. Address your wedding announcements, have someone mail them for you on your Wedding day
45. Confirm final details with florist, entertainment, rental services, caterers, photographers, reception site, etc.
46. Pay all balances due at this time

**The Last 48 Hours!**

47. Pick up the tuxedos from the tux shop
48. Time to start relaxing. Try to stay calm, all your careful planning will pay off!
49. Rehearsal dinner - give attendants their gifts!
50. Congratulations.... you made it!! Remember, this is the beginning of the rest of your life together, if things go wrong at the wedding, don't let it ruin your special day!

## Linen and Table Size Chart

Table Size	Seats	Table Cloth Lap Length (half way)	Table Cloth Floor Length
3 ft round - 36 inches	4		90 inch round
4 ft round - 48 inches	6-8	90 inch round *	108 inch round
5 ft round - 60 inches	8-10	90 inch round	120 inch round
6 ft round - 72 inches	10-12	120 inch round	132 inch round
6 ft long banquet table	6-8	60 x 120 inches long	90x132 inches long
8 ft long banquet table	8-10	60 x 120 inches long	90x156 inches long
All other tables		See staff	See staff

\* 12 inches above floor

All round cloths have umbrella slits.