

It may be the most important day of your life, a business event or a birthday celebration. Whatever the occasion, there is lots to consider when planning a party. Let Eminence Group take care of the arrangements for you, or use our party planner as a guide to everything you might need.

Simply print this document and use it to make notes and check items off your list.

**Invitations**

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**Venue**

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**Decor**

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**Place/table settings**

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**Music**

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**Lighting**

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**Dance floor**

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**Photography**

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**Entertainment**

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**Video**

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**Catering**

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**Drinks/Bar**

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**Chairs and tables**

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**Crockery**

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**Glasses** (you'd be surprised how many people forget them!)

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**Cutlery**

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**Red carpet**

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**Transport**

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**Facilities**

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