

# Party Safe Checklist

Age of guests:

## Distribution of invitations

How will guests receive invitations? Post? Email? Facebook?

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## RSVP

Will you enforce RSVP's to the party?

YES  NO

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Start time:  :  AM  
PM

Will you consider a lock out time?

YES  NO

A lock out time may mean guests must arrive at the party before a designated time or else they are not able to gain entry.

Finish time:  :  AM  
PM

Will you place conditions on the pick-up of guests?

YES  NO

Conditions may be guests must be picked up by a parent or other family member, parent must meet the host at the door when picking up.

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## Supervision

Describe what supervision of the party will look like.

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Adult/guest ratio:  /

Strategies to prevent uninvited guests (gatecrashers):

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Will you provide professional security?

YES  NO

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Maximum number of guests invited

## Food & Drinks

ALCOHOL  ALCOHOL FREE

If alcohol is part of the celebrations, will this change the planning for the party? If so, what will change?

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Will food & other drinks be provided? If so, what sort?

YES  NO

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Will the guests be able to stay the night?

YES  NO

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Police notification?  YES  NO

Any other guidelines/suggestions:

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