



THE “LITL” PARTY PLANNING CHECKLIST

LITL = Left it too late! We know you are in a hurry, so best to leave out all the guessing and dive right in. Here we go!

- ❑ **Plan your guestlist** – Begin deciding whom you would like to invite, bearing in mind that expected turnout is usually around the 70-80% mark.
- ❑ **Determine your budget** – Be realistic and concentrate on where you’d like to splurge and save.
- ❑ **Send the invites out** – Decide on a date, time and location of the party – and let your guests know! – Easiest would be to go paperless!
- ❑ **Decide on a theme** or colour scheme – whether it’s rose gold or a lego-theme or a winter wonderland...take your pick!



❑ **Order DIY decorations** –

Look on Amazon Prime or Etsy for party supplies.

❑ **Book a caterer if needed** –

Most caterers and reliable cake companies can bring custom creations to life with 7 days lead time. Call on 07366776363 to chat about your options!





- ❑ **Plan any games or activities** – We feel like games like ‘Who am I?’ or ‘Never have I ever’ work like a charm to get the party started.
- ❑ **Pick up party favours** – Whether they are tiny succulents, or just goodie bags...guests you have accepted your invitation on short notice deserve that little extra.



- ❑ **Choose a cake & Opt for delivery!** Don't worry, Cake Owls will take care of your every need – whether it's a unicorn cake, a spiderman cake – or everyone's favourite, the beautiful Chocolate Drip cake – we've got you covered!

- ❑ **Confirm all deliveries and pick-ups** – Get everything prepped and ready for the food – whether that's contacting your caterer or smashing it out yourself.
- ❑ **Hire a cleaner** if the venue is your home.





PARTY TIME:

- ❑ **Send your guests a message** on the morning of the party with some last-minute hints, e.g. weather updates. Also, remind them about the details of your party and try to create some excitement by giving some teasers.
- ❑ **Set up the most instagrammable table ever** – All you need-to-know for creating a cake table that looks as good as it tastes. The likes will be rolling in!
- ❑ **Tune in the music before you welcome your guests.** Ready playlists on Apple Music or Spotify can save you time and can take you through the evening,
- ❑ **You've done enough – raise a toast – have fun!!**

