



## 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!!**

