Party planner

Planning is the key to any party – whether you are hosting a celebration for your child or they are attending a party elsewhere. Here’s our checklist to help ensure everyone has fun and remains safe.

**Hosting a party**

- Set a party date with start and finish times.
- Create a guest list and issue personal, printed or written invitations with a RSVP date.
- If the party is outdoors, plan an alternative party area in the event of bad weather.
- Plan some fun party activities.
- Organise food and drink based on the number of guests (provide non-alcoholic drink options).
- Decide if some areas of your home are off limits and lock valuables away.
- Organise party supervision.
- Inform your neighbours about the party and give them your contact number.
- Register your party through the NSW Police Force My Nite website (www.mynite.com.au).
- If alcohol is to be served do not supply alcohol to people under the age of 18.
- Have a pre-planned response to deal with intoxicated guests, or guests bringing alcohol along and attempting to supply underage guests.
- Consider transport options for guests at the end of the party.

**Attending a party**

- Send an invitation reply by the nominated RSVP date.
- Discuss any concerns and negotiate conditions with your child, such as curfews and appropriate behaviour.
- Contact the host’s parents to check details such as adult supervision, location and arrangements regarding alcohol and transport.
- Organise transport to and from the party. Will you do the drop-off/pick-up? Will they travel by taxi, public transport or do you car pool with other parents?
- Have a back-up plan for your child’s return trip home. Make sure they can contact you should they need to.
- After the event thank the hosts for staging the party.