

# eco-party checklist

*It's party time!*

Your party is fast approaching and in an effort to make sure the special day goes as smoothly as possible I have put together an eco-friendly party check-list.



you're never too small to make a difference.

-Greta Thunberg

If you haven't already downloaded your free copy of our ULTIMATE ECO-FRIENDLY PARTY guide you can find it on the website.

Please don't hesitate to reach out if you have any questions at all.

Warmly

*Jasmin Lance*

CREATIVE DIRECTOR  
MY LITTLE PARTY HIRE



MY LITTLE PARTY HIRE  
eco-friendly celebrations

# ECO-FRIENDLY PARTY CHECK LIST

## PLANNING

### DATE + TIME

- CHECK FOR LONG WEEKENDS, PUBLIC HOLIDAYS + EVENTS
- CONSIDER CHILDREN'S ROUTINE AND SPORT
- TIME OF DAY BASED ON THE SEASON
- SUGGESTED PARTY DURATION IS 2 HOURS

### LOCATION

- NUMBER OF GUESTS
- CHILD FRIENDLY SPACE
- PARKING + ACCESS
- RESTROOMS
- NATURAL SHADE
- WET WEATHER ALTERNATIVE
- SET-UP POSITION ALTERNATIVE INCASE SPACE IS OCCUPIED
- PERMIT REQUIREMENTS
- WATER ACCESS
- BBQ FACILITIES

### GUESTS

- E-INVITATIONS
- NUMBER OF FRIENDS
- NUMBER OF PARENTS
- NUMBER OF SIBLINGS

# ECO-FRIENDLY PARTY CHECK LIST

## SET UP

- TABLES FOR FOOD
- ACTIVITY TABLES
- SEATING
- PORTABLE SHADE
- PICNIC BLANKETS
- WASTE FACILITIES
- CONTAINERS FOR CHANGE COLLECTION
- GIFT TABLE OR BASKET

## DECORATIONS

- TABLE CLOTHS
- PLACE MATS
- CAKE PLATTER
- BIRTHDAY NUMBER
- PAPER OR FABRIC GARLANDS
- HAPPY BIRTHDAY SIGN OR BUNTING
- FLOWERS + GREENERY
- THEME RELATED DECOR
- FAIRY LIGHTS
- PAPER WEIGHTS IF REQUIRED

# ECO-FRIENDLY PARTY CHECK LIST

## CATERING

### CAKE

- BOOK OR PLAN CAKE
- CONSIDER ALLERGIES
- QUANTITY REQUIREMENTS
- CANDLES (BEESWAX)
- LIGHTER
- CAKE KNIFE + SERVER
- CAKE PLATES - PLASTIC FREE OR REUSABLE
- CAKE SPOONS OR FORKS
- CAKE DECORATIONS

### FOOD + DRINKS

- BOOK OR PLAN GRAZING PLATTERS
- SWEETS AND TREATS
- SAVOURY SNACKS
- CRUDITES AND OTHER FINGER FOOD
- FRUIT
- DIPS AND SAUCES
- BULK WATER
- ICE-TEA OR JUICE IN URNS
- CANNED BEVERAGES
- GLASS BEVERAGES

# ECO-FRIENDLY PARTY CHECK LIST

## CATERING CONT...

### UTENCILS + ACCESSORIES

- REUSABLE NAPKINS
- WHEAT STRAWS OR SIMILAR
- DRINKING CUPS OR GLASSES
- FINGER FOOD PLATES
- SERVING PLATTERS
- CHEESE KNIVES, CUTLERY, TONGS
- TEA TOWELS + CLOTH FOR CLEANING
- DRINKING URNS
- SCISSORS

## ENTERTAINMENT

- BOOK PARTY ENTERTAINER
- PHOTOGRAPHER OR CAMERA
- PLAN ACTIVITIES AND GAMES
- MUSIC
- ECO-PARTY FAVOURS

## CLEAN UP TIPS

- LEAVE NOTHING BEHIND
- BRINGS LARGE TUBS FOR DISHES AND PACK UP
- BRING FOOD IN REUSABLE CONTAINERS
- DISPOSE OF WASTE CORRECTLY