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# Table Of Contents

Foreword

Chapter 1:  
Take Care Of The Food

Chapter 2:  
Get The Theme

Chapter 3:  
Arrange Activities

Chapter 4:  
Final Tips

Chapter 5:  
Recipes

Wrapping Up

# Foreword

Want to plan a party just for fun and titters? Or is there a particular event or holiday coming up? Whatever it is, discover how to plan the better party to accommodate and entertain your invitees!

Preparation is the secret to coordinating a great party. Having a great plan and lots of lists will help make certain that the proceedings will come off without too many issues. No matter if you're designing a children's party or a wedding party, abiding by these tips will help make certain your party will be excellent.



***The Party Planner***

***Achieve Social Dominance By Planning The Best Parties In Town!***

# Chapter 1:

## *Take Care Of The Food*

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### Synopsis

All right, so you wish to plan a big party. It may be a blast if you're prepared and don't have to worry so much as the master of ceremonies. Have everything you require and know the amount of individuals that will be coming.

This is imperative for food. Are you purchasing or ordering, or making? Get an approximation and work with it. Remember, it's forever better to have too much than not enough. Last thing you wish are invitees that are still hungry or those that did not have adequate food.





## **The Eats**

Among the greatest influences in arriving at party conclusions is your guest list. When you pick out your venue, you have to be sure it may oblige all your invitees.

Your food will be based on how many individuals are asked in and your budget will ascertain the size of your guest list. While it's hard to inflict restrictions particularly when it comes to your mother in law, weddings as well as children's parties are both really ambitious.

A lot of party hosts feel the pressure level of making certain they've adequate food for the amount of guests they're anticipating to the party. You need to make certain you order adequate food so that each guest gets plenty, but you don't wish to have a lot of remaining food following the party that will go to waste. Discover how to estimate how much food you'll require for a party like the professionals do.

Ascertain how many guests you anticipate to go to the party. For comparatively big parties, enclose RSVP cards in your invitations, with sufficient postage, so that your invitees may send them back to you with the amount of guests attending per household.

For littler parties, call the invitee to affirm how many individuals will be attending. Although you won't be able to ascertain a precise figure, you will be able to approximate the number of guests.

Choose the menu. Project how many separate sorts of appetizers, sweets, and drinks to dish up. Likewise, choose the main dish and any extra dishes to serve up.

Compute the quantity per guest. Utilize the Birmingham Party Planning food chart to compute how much food you require per guest. Observe the type of food and beverages you are serving and multiply the serving amounts by the total of guests.

For instance, if you are serving up shrimp appetizers, the guideline is to project for 4 pieces of shrimp for every guest. If you're anticipating 30 invitees, then plan for 120 pieces of shrimp (4 pieces of shrimp X 30 guests = 120- pieces of shrimp).

If you're planning on doing your own food, the most crucial thing to do is ready in advance. Get as much done before hand so you may enjoy with your guests. Here are a few tips to have in mind:

Do all your chopping up and slicing beforehand. Store chopped vegetables in plastic bags, set up for your platter.

Crockpots are cool for keeping foods warm. Borrow extras from your acquaintances. Utilize for cheese dip, meatballs, or sausage links.

A fast and easy sauce for meatballs or sausages is a mix of shop-bought or homemade raspberry chipotle sauce and a little can of tomato sauce. Pick foods that call for little, if any, silverware. Be fixed with plenty of toothpicks and nappies for those finger foods.

Among the hottest party foods are chicken wings. Whether you fix them Buffalo-style, sweet and sour, honey-glazed, or differently, these are certain

to be a hit. To economize on time, pick a baked chicken wings recipe, make beforehand, and simply reheat for the party.

Steam a bag of scoured baby red new spuds in their skins. Put in kosher salt while red-hot, then let cool. Cut in half and lift out centers (hold for potato salad), allowing 1/4 inch of potato within the skin. Fill with herbed cream cheese or sour cream, salsa, flavored chicken or hamburger, chicken salad, or whatsoever sounds great to you. Serve at room temperature.

Don't waste cash on one of those giant subs from the deli. Pre-order a big loaf from the bakeshop or bake your own bread. Numerous large bread rounds will likewise work. Purchase your pet deli meats and cheeses. Load them up in the AM, wrap in foil and put in the fridge for later. You are able to heat them in the oven or serve them cold.

Wraps, pita sandwiches, and roll-ups are simple to assemble before hand. For roll-ups, spread tortillas with cream cheese, table mustard, mayo, or your pet condiment, layer with slender slices of meat or poultry, roll up and slice into bite-size bits. Pre-make pitas and wraps or think about letting guests build their own, buffet-style.

Core out hard rolls, sourdough rolls, or whatever rolls with a hard crust to utilize as edible bowls for chili.

Make franks the main event at your party by cooking them in beer and arranging a condiment bar.



Large, hollowed-out sourdough bread rounds make a excellent container for dips. Utilize the same idea with red or green heads of cabbage, multi-colored bell peppers, tomatoes, grapefruits, and oranges.

Fill celery, cherry tomatoes, and pea pods or cooked, drained, and cooled big pasta shells with tuna fish salad, chicken salad, ham salad, or cheesy mixtures.

Don't forget the chips, dips, and salsas.



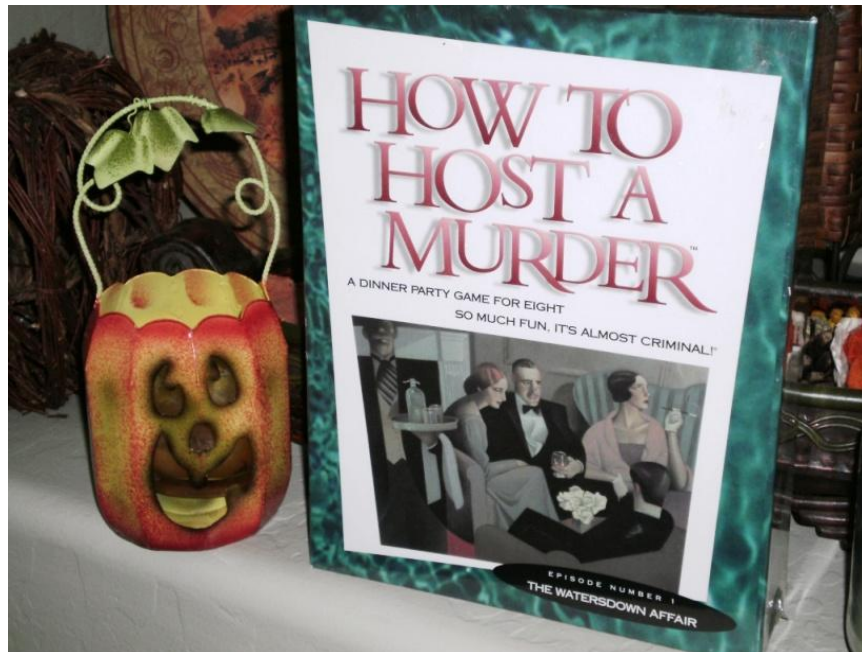
# Chapter 2:

## *Get The Theme*

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## Synopsis

Themes make it even more amusing! Is it a holiday party? Is it Allhallows Eve? Get themed decor and music. State it on the invitations so the invitees understand to be a part of it. (Illustration: Halloween party, come in costume! There will be a competition and prize.)



## **Decorations**

Choosing a theme for a party may be tricky - particularly as trends appear to change every other day. Have no concern, as with attitude and self-confidence in your decision making powers, picking out a cool party theme may be a breeze.

Discover what's raging. This means paying attention to what is commonly considered hot both nowadays and maybe in the near future. Consider what topics seem the most likable to you and your invitees. The results of thinking about your guests' wishes likewise as your own will only help spur a great response to your party.

Do some recon for tips from others. Thoughts for cool party ideas might come from the most unbelievable places. Make a conjunct effort to simply look around and you might find that you're able to reap ideas from what you notice. Visiting party stores and a few edgy stores will ensure that you've a lot of choices for potential cool party themes.

Revisit the past tense. If you've gone to a few cool parties in the past, taking a note or two from that experience is totally accepted in this case. A few concepts, like toga parties or musically themed parties, never go out of style. These sorts of parties ought to always be revisited in order to acquire some helpful hints.

Ask an acquaintances feeling. A few of your invitees might have great ideas for your party that may help kick it up a notch. The overall selections all the same ought to remain yours. Visualizing the atmosphere and surroundings you would like to produce may eliminate some unneeded steps in the selection process. More than one opinion may likewise add some new perspective when selecting a party theme.

Make an originaive decision. Cool is all in the eye of the observer and has more to do with display and perception than what is considered "in." If you're convinced on the cool status of your party and the decorations, surroundings and music reflect that and other people will follow suit. Adding details like a consistent colour scheme (including the food, thru food colouring) may give the party even more pop.





# Chapter 3:

## *Arrange Activities*

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### Synopsis

Once you believe everyone's there, then the activities may come. Plan a few party games till the main course is served/ordered/whatever. Play games that are great for groups and huge numbers. Board games work, like Apples to Apples. There's always Charade games. Interactional games utilizing the DVD player, like Scene It and more, are fun as well.

Not everybody will wish to play and that's all right. What you are able to do is set up multiple games and whoever wishes to do something in a littler group may do so.



## **Get The Party Moving**

Keeping a huge crowd amused during a party calls for planning and a little cleverness. As luck would have it, there are a number of party games which are perfect for big groups--whether it be a company party, a family reunion or huge picnic.

Assist big groups of individuals with getting to know one another by playing a game of Secrets. Ask every guest to tell you a little recognized fact about themselves and amass them on a list with a space next to each. Hand out the lists to the other guests and see who figures out to whom every secret goes to the quickest. The individual with the most correct answers at the finish of the party may win a special prize.

Play a game of murder and intrigue by arranging a Wink Murder game at your party. Pick out one invitee as the investigator and have them leave the room. The left over invitees then pick out the murderer among them. Once the detective returns, the murderer kills 3 of the guests by winking at them, who let loose screams as they "die." The investigator then has 3 guesses to work out who the murderer is.

Shout Bingo! when you have 5 across on your bingo sheet. This classic game is ideal for big groups sitting at multiple tables. A caller has to be selected or hired and dependent on the size of the group, a microphone might be required when shouting the Bingo numbers.

Plan a night of card games like rummy or spades. With a big group of individuals you are able to play tournament style, with multiple games being played at many different tables.

Play a guessing game like charades or Pictionary by separating the group up into teams. Depending upon the size, you might have 2 or more groups with at least 3 or more players in each.

Get your invitees' brains working by playing a word game like Fictionary. Here your guests have to try to guess the right definition for a really obscure word. Utilize an unabridged dictionary to discover a larger selection of terms.





# Chapter 4:

## *Final Tips*

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### Synopsis

Lists, like who's helping you and all the steps that have to be taken and when they ought to be finished, are exceedingly crucial. If you want your party to go swimmingly, then you have to plan cautiously. The larger the party, the more help you'll require, so enlist acquaintances and loved ones to help with a few tasks as well.

Plan your party well so that you'll be able to savor it and relax during the party. Here are a few more final tips.



## **Other Important Factors**

This might be a bit more complicated, but do you wish to go someplace? Is it the curtain raising of a movie you all would like to see? A nightspot for later? Bowling? Depending upon the party number this may be done with carpooling. Littler groups work best, but fifty individuals with fifty cars, all the same, doesn't. Only plan an outing you believe may be accomplished.

Suppertime! Make certain you have accommodated a space for eating with adequate tables, chairs, and plates and all that. Let your invitees know where to sit and make certain they have their beverages at their space. Serve up the food, and well, everyone dig in.

Eating absorbs a good bulk of time too, everybody's comfortable and eating and talking. No hurry, and let individuals go back for more, and simply relax for now as the master of ceremonies. Check and make certain you don't require any more cups, serviettes, drinks to put out, and that kind of thing.

After the meal individuals are going to be at ease and comfortable. You are able to play more games here and listen to more music, or simply walk around and carry on mingling. Many parties don't require a set plan and occasionally guests like doing nothing at all.

If you have dessert, design it so that it's not too close to the primary meal but not too far-off. Put it out at any time if you like, if it's a birthday do the cake shortly.

Guests will be going away at random times, due to additional conflicts and schedules. Thank each of them and provide them something to take home, like any left over bean dip or cookies. Guests like that they may stay and go

as they please, but if you do have a set time you wish everybody out, make certain to say so on the invitation. Other than that, savor, eat, drink, and have a great time!

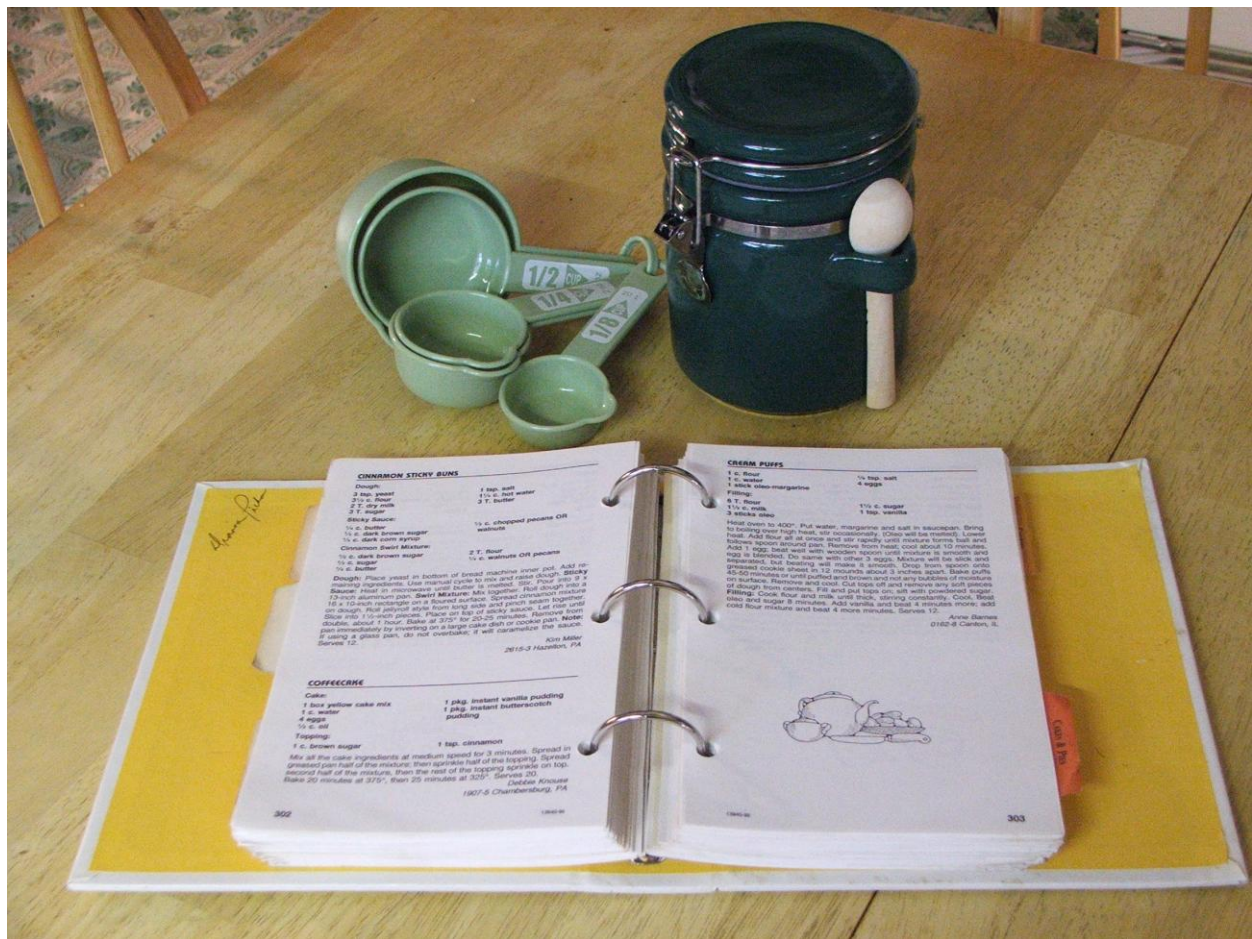


# Chapter 5:

## Recipes

# Synopsis

Here are some great and easy recipes to get you started.



## **Get Cookin**

### **Hideaway Cookies**

1 cup butter or margarine  
2 cups dark brown Domino's sugar  
2 eggs  
1 tsp. baking powder  
1 tsp. baking soda  
1/2 tsp. salt  
2 tsp. cinnamon  
1 tsp. nutmeg  
3 1/2 cups flour  
1/2 cup buttermilk  
1 cup chopped walnuts  
2 cups Sun Maid raisins  
1 cup chopped dates

Cook raisins in water--boil water, then cook them for 5 minutes. Drain the raisins. In a mixer, combine butter/margarine, sugar, eggs and beat until smooth. In a separate bowl, add baking powder, baking soda, salt, nutmeg, cinnamon, and flour--use a spoon and mix these dry ingredients. Add the buttermilk to the mixer and blend.

Slowly add the dry ingredient mixture to the mixer and mix. By hand with a wooden spoon, add the dates, nuts and raisins to the batter and stir until well mixed. Drop heaping teaspoonfuls on a greased cookie sheet about 2" apart. Bake at 375 degrees for 10-12 minutes. Test with your finger--if you lightly touch a cookie and it gets dinged, put them back in a minute or two longer.

## **Taco Dip**

1 - 15.4oz. can refried beans  
1 avocado (optional)  
1 - 6oz. or 8oz. bag shredded cheddar cheese  
1 packet taco seasoning  
1 cup sour cream  
1 cup chopped onions  
1-2 cups shredded lettuce  
1 cup diced tomatoes  
1/4 cup taco sauce  
sliced black olives  
1 bag tortilla chips

Spread the refried beans on a pie plate. Mash the avocado and spread on top of refried beans (optional). In a bowl add sour cream and taco seasoning--stir. Spread the sour cream mixture as the next layer on top of the avocado. Spread the chopped onions on as the next layer, then the lettuce.

In a bowl add the diced tomatoes and taco sauce--stir. Add tomatoes as the next layer. Sprinkle the cheddar cheese as the next layer. Spread as many sliced black olives on top as you like. Serve with the tortilla chips.

## **Perfect Pizza Bagels**

"everything" bagels or Thomas' Mini-Squares Everything Bagel Bread  
pizza or spaghetti sauce  
shredded mozzarella cheese  
oregano or Italian seasonings



Set toaster oven to 400 degrees and place setting dial on "toast". Separate bagel(s) or bagel bread into halves, and then place on a plate. Spoon pizza or spaghetti sauce on the top of each bagel and then place each bagel on the rack of the toaster oven (right on the rack--NOT on the toaster oven pan).

Watch them carefully and remove when edges of the bagels start to brown. Sprinkle shredded mozzarella cheese on top of each bagel. Turn the toaster oven setting dial to "bake" but leave the temperature at 400 degrees.

Cover the toaster oven pan with foil, place the bagels on top and slide toaster oven pan into the toaster oven. Bake until cheese is melted. By toasting them first, they won't come out soggy.





# Wrapping Up

Everybody has, at one point of their life or another, gone to a party where they had an excellent time and questioned what made that party so unbelievable. It may have been the catering, the decorations or a amusing mix of entertaining activities for the invitees.

What in reality makes party a winner is all of these factors blended; regrettably, not everybody possesses the necessary skills to plan a excellent party.

Being an excellent hostess/host and designing a wonderful party that everybody will be talking about calls for knowledge and even some skill. For a lot of us, it may be a feverish task to plan, but each individual has the power to be a fun and entertaining host or hostess.

Each individual has a hint of creative thinking lurking inside and ready and waiting to come out. With this party planning guidebook, your creative thinking may at long last come to realization. The tension and concern of having to plan a party will be annihilated, and designing things like party theme, table menu, decoration ideas and guest amusement will be nothing but a fun and pleasurable experience.

Going to a party is always amusing. Planning one, all the same, may be rather the challenge if you're not certain where to start. Hopefully we have given you a place to start.