CHELSEA PARTY LOFT

Birthday Party Planning Guide

Thank you for choosing Chelsea Party Loft for your family's birthday celebration! Use this tailored timeline to ensure every detail runs smoothly. If you have any questions or need assistance, please call us at (734) 562-2022.

4 Weeks Before: The Basics & The Vibe

- **Confirm your reservation.** A $100 deposit is required to secure your date.
- **Sign and return your contract** to lock in your rental slot.
- **Start the guest list.** Sit down with your honoree to draft a guest list of friends and family.
- **Choose a theme.** Decide on a vibe, like Neon Glow, Retro Disco, Hollywood Red Carpet, or Tropical Luau, to guide decorations and food choices. (Of course, no theme is perfectly fine as well!)
- **Set your overall budget.** Outline planned spending for catering, desserts, and special entertainment.

3 Weeks Before: Invitations & Catering

- **Plan the menu.** Birthday parties thrive on casual, crowd-pleasing finger foods, pizza, taco bars, or dessert stations. Consider creating a signature drink or non-alcoholic mocktail for the night.
- **Send out invitations.** Give guests plenty of notice. Download our free fillable PDF invitations with directions to Chelsea Party Loft by clicking here.
- **Plan special moments.** Talk with your family about any traditions they want to include, such as speeches, a cake-cutting ceremony, or a group toast.

2 Weeks Before: Confirmations & Shopping

- **Lock in RSVPs**. Follow up with guests who haven't responded to get an accurate final headcount for seating, food, and party favors.
- **Create a master party supply list.** Outline all paper goods, table setups, party favors, photo props, and specialized decor items.
- **First shopping trip.** Buy non-perishable items early, including themed tableware, photo booth props, LED light-up accessories, and party favors.

1 Week Before: Playlist, Lighting & Logistics

- **Build the music playlist.** Have your birthday honoree create a custom music playlist on a phone or laptop. Ensure it is long enough for the entire event (tunemymusic.com is a great site for this!) You can connect to our sound system via Bluetooth, USB-C or 3.5mm headphone jack.
- **Create a photo slide show (optional).** You can bring a USB flash drive to plug into our HDTV.
- **Map out photo ops.** Decide where to set up any special stations for social media shots.
- **Confirm vendors & timeline.** Re-confirm setup times with your caterer, baker, or outside vendors.
- **Delegate party-day roles.** Assign family members or friends specific duties (staging food, greeting arriving guests, and overseeing the cake moment).

The Day Before: Final Shopping & Car Staging

- **Pick up non-perishable food & drinks.** Grab ice, fruits, veggies and any last-minute party supplies.
- **Confirm cake or dessert pickup.** Verify the scheduled time to collect the birthday treats.
- **Pack and stage everything.** Load decor, non-perishables, tech cables, and party gear into your car the night before so you don't forget anything.

Day of the Party: Items to Bring & Gather

- **Music, Tech & Ambiance:** Phone/laptop with offline playlists saved, and device chargers
- **Food, Drink & VIP Bar:** Cups, plates, napkins, ice, signature mocktail ingredients, cake/desserts, serving utensils, and most importantly — to-go boxes and containers for leftovers!
- **Decor & Setup:** Tablecloths, centerpieces, neon signs, photo backdrops, and welcome signage. (Please note: Signs may be hung with push pins or blue masking tape only. Glitter, silly string, confetti, and confetti-filled balloons are strictly prohibited.)
- **Party Extras:** 360° video booth props, LED glow sticks or foam batons for the dance floor, guestbook/signature frame with pens, party favor bags, candles and a lighter.

We want this to be an extra special day your family will remember forever. If you need help setting up, catering advice, or want to take an extra look around our venue before the big day, please call us at (734) 562-2022 or email greg@chelseapartyloft.com.

We are looking forward to hosting an amazing event!