

CHELSEA PARTY LOFT

Event Planning Tips

Thank you for choosing Chelsea Party Loft for your special event! To help ensure your event is a success, we created this checklist so you can relax and enjoy the celebration with your guests.

4 Weeks Before: The Basics

- Confirm your reservation. A \$100 deposit is required to secure your date.
- Sign and return your contract. This ensures all parties are on the same page.
- Start your guest list. Create a preliminary list of people you would like to invite.
- Choose a theme. This can guide your decisions for decorations, food, and activities.
- Set your budget. Decide how much you're willing to spend on decorations, food, drinks, etc.

3 Weeks Before: The Details

- Decide on your food choices. If you need a caterer, there are some excellent options nearby.
- Send invitations. We offer free fillable PDF invitations for download at <https://chelseapartyloft.com/invitations> with directions to the venue.

2 Weeks Before: Confirmations & Shopping

- Confirm RSVPs. Follow up with anyone who has not responded to your invitation to get a final headcount for food and drink planning.
- Create a shopping list. List all the food, drinks, and party supplies you will need.
- Make your first shopping trip. Purchase non-perishable items like paper goods and décor.

1 Week Before: Final Touches

- **Create a music playlist on your phone or laptop.** Make sure it is long enough for your party.
- Confirm with all vendors – caterer, entertainment, etc.
- Delegate tasks. If friends or family have offered to help, assign specific tasks to them.

The Day Before: Final Shopping

- Make your second shopping trip. Pick up all fresh and perishable food items (e.g., fruits, vegetables, meat, dairy).
- Load as much as possible into your car or stage it in your home so you don't forget anything.

Day of the Party

Items to Gather:

- Entertainment: A laptop or phone with your music playlists and any necessary chargers.
- Food & Drink: Cups, plates, ice, cake, desserts, serving utensils, and **containers for leftovers.**
- Decorations: Balloons, centerpieces, signage. (No confetti, confetti balloons or glitter please)
- Special Touches: Photo booth props, a backdrop, and supplies for the gift table (tablecloth, guestbook, pens).

During the Party: Have Fun!

- **Arrival and Setup:** Please arrive on time to set up your decorations and take care of any last-minute details.
- Be sure to greet your guests warmly.
- **Capture the Memories:**
 - Have the guest of honor record a greeting on our Audio Guestbook.
 - Use our Greenery Wall and 360 Video Booth to capture fun moments and share them on social media. Don't forget to use hashtag #ChelseaPartyLoft!
- Your host will check in with you regularly to ensure everything is to your satisfaction. Please don't hesitate to ask if you need anything at all; we're here to make your event a success!
- **Final Payment:** The balance of your payment is due before the end of the party. We accept cash, tap-to-pay credit cards, and digital wallets like Apple Pay and Google Pay.

After the Party

- **Gather Your Belongings:** Please remember to take all your gifts and anything you brought with you, such as containers, utensils, and leftover food.
- **Leave the Cleanup to Us:** You don't have to clean up or take out the trash—that's our job!
- **Leave a Review:** We are a small, locally owned business and rely on word-of-mouth to grow. If we helped you create special memories for your family, we would greatly appreciate it if you would leave us a Google review (and a photo) and tell your friends, co-workers, and neighbors about us. Your support means everything to us! Here is the direct Google link: <https://g.page/r/CSJlZ8NfvtfkEBM/review>

Let Us Handle the Pizza!

Save time and stress. We will have Cottage Inn Pizza drop off as many pizzas as you need. Large cheese or personal-size gluten free: \$15 ea. Large pepperoni: \$20 ea. Includes tax and delivery.

Preferred Caterers

Chelsea Catering – Friendly and creative, with sushi, Detroit-style Jet's Pizza and mobile bartending.
420 N. Main St. Ste. 300 (734) 680-6653 <https://www.chelseacateringmi.com/>

Smokehouse 52 BBQ – Excellent barbecue, sides and slider packages.
125 S. Main St. (734) 562-2565 <https://www.sh52bbq.com/>

Beautiful Custom Made Cakes (free delivery to Chelsea Party Loft)
CakeFarm – Karrie Clapp (517) 748-0396 cakefarmbakery@gmail.com

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