



Party Planning Checklist

As a convenience to you, this document can be used to assist you in planning a party or gathering.

The Southside BBQ Company would love to help you plan your party, event or gathering. Feel free to call us at **(412) 892-8566** or visit us online at SouthsideBBQCompany.com. Thank you.

Use this party planning checklist to guide you through the details:

- Make list of people to invite.
- Mark the date on your calendar.
- Send invitations (by mail, e-mail, or phone).
- Plan the menu, including the beverages.
- Make shopping list (food, paper goods, decorations).
- Plan cooking schedule: Determine what can be made ahead and frozen, day before, and that day, and what you are buying already prepared.
- Make list of equipment needed (rental chairs and table).
- Plan the layout of the rooms. (Make sure all the food tables are not right on top of each other to ensure smooth flow for people to mingle.)
- Plan music.
- Plan lighting.
- Buy or make a centerpiece or other decorations.
- Check your stock of cleaning supplies for before and after the party.
- Make sure you have all the platters and serving pieces you'll need.

During the Party

Here are some things to think about for your guests:

- Coat rack (hangers or a separate room to put coats)
- A place to put boots or umbrellas
- Ice, ice bucket, ice tongs, or scoop
- Cocktail napkins (2 per person)
- Candles
- Paper towels
- Extra toilet paper
- Plates (appetizer, salad, dinner, dessert)
- Glasses (water, wine, mixed drink, beer, soda, coffee); some beverages can use the same type of glass

- Silverware (Think through each course; a fresh spoon or stirrer is necessary for coffee.)
- If grilling, check the tank, charcoal, lighter fuel, bug spray, and citronella candles
- Coffee and assortment of tea bags
- Cream and sugar
- Salt and pepper
- Wine, beer, and soda chilled
- Wine and bottle opener
- Bar garnishes (lime, lemon, olive)
- Charged camera battery
- Garbage bags
- Dishwashing soap
- Club soda (for any thing that may spill, a great spot remover)
- Space to chill beverages. It takes beer, wine, and soda 20 minutes to chill on ice. A large tub or cooler can be used in a back room.

Take Party Notes

After any party, it's a good idea to record in a journal how much was left over and what people liked and didn't like. This information will be a big help when you plan your next gathering. Think of your party journal as a reference to look back on when you are trying to remember your boss's favorite drink. That way you can have it at the next event.

Planning for a Crowd?

No. of people	Cold-cut Meats	Cheese	Rolls	Bread	Salad	Chips	Cookies
4	1 lbs	1/2 lb	8	12 slices	1 lbs	4 oz	8
8	2 lbs	1 lb	16	24 slices	2 lbs	8 oz	16
12	3 lbs	1 1/2 lbs	24	36 slices	3 lbs	12 oz	24
16	4 lbs	2 lbs	32	48 slices	4 lbs	16 oz	32
24	6 lbs	3 lbs	48	72 slices	6 lbs	24 oz	48
32	8 lbs	4 lbs	64	96 slices	8 lbs	32 oz	64
40	10 lbs	5 lbs	80	120 slices	10 lbs	40 oz	80