

VISION BOARD PARTY

Checklist

BEFORE EVENT (1 - 2 WEEKS BEFORE EVENT)

Date: _____

Venue: _____

Budget

Guest Speaker

Photographer

Guest List

Schedule Or Agenda

Theme

Invitations

Signage And Directions

Activities

Music Playlist

Vision Board Supplies

Welcome Packs Or Gifts

Decorations

Prepare Vision Board Examples

Prepare Printables Such As Quotes & Affirmations

Arrange Audio-Visual Equipment (If Needed)

Plan Food & Refreshments (Confirm Guest's Dietary Preferences)

Arrange Any Extras Needed Such As Cutlery, Crockery, Tables, Chairs etc.

Arrange servers or any other help you need..

Prepare A Contingency Plan

Follow Up On RSVP's

Possible Guest Speakers

Possible Photographers

Possible Caterers

PARTY PREPARATION (1 - 2 DAYS BEFORE EVENT)

- Set Up Your Space (Chairs, Tables, Crockery, Cutlery etc.)
 - Decorate Your Venue
 - Set Up And Test Audio Visual Equipment / Printing Station
 - Organise And Set Up Vision Board Supplies & Printables
 - Buy And Prepare Any Food Or Refreshments That Need To Be Prepared Early..
 - Arrange Fresh Flowers If Needed.
 - Final Check-In With Guest Speakers And Photographer
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MORNING PREPARATION & FINAL TOUCHES (1-2 HOURS BEFORE GUESTS ARRIVE)

- Prepare And Arrange Refreshments And Drinks
 - Test Your Music Playlist
 - Turn On Your Printing Station / Audio-Visual Equipment
 - Add Fresh Flowers Or Plants To Your Venue
 - Prepare A Welcome Station Where Guest Can Leave Their Bags Or Jackets
 - Final Tidy Up!
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PARTY TIME!

- Welcome Your Guests
- Introduction
- Activities
- Vision Board Creation
- Sharing & Discussions
- Photos
- Socializing & Networking
- Accountability Partners

POST PARTY

- Tidy Up Venue
- Follow-Up (Thank You Notes, Emails, Etc.)
- Share Photos
- Feedback & References
- Ongoing Support & Networking

FOOD & SNACKS

Checklist

FRESH FRUIT

Sliced Fruit (Apples, Pears, Pineapple), Watermelon, Grapes, Berries, Citrus Fruits.

VEGGIES

Carrot Sticks, Cherry Tomatoes, Cucumber Slices, Celery Sticks, Snap Peas, Bell Pepper Strips.

CHEESE, CRACKERS & SPREADS

Assorted Crackers, Biscuits, Soft Cheeses, Hard Cheeses, Jams, Preserves, Hummus, Guacamole.

SAVORY OPTIONS

Mini Quiches, Meatballs, Sandwiches, Pizza Slices, Cold Meats, Potato Chips, Deviled Eggs.

SWEET TREATS

Cookies, Brownies, Blondies, Muffins, Macarons, Desserts.

GLUTEN-FREE & VEGAN OPTIONS

Nuts, Veggies Sticks with Hummus, Vegan Cheese Alternatives, Fresh Fruit Salad, Dried Fruit.

DRINKS & REFRESHMENTS

Checklist

BEVERAGES

Water, Iced Tea, Herbal Tea, Coffee, Espresso, Hot Chocolate, Fresh Fruit Juice.

INFUSED WATER

Cucumber And Mint, Berries And Basil, Fresh Fruit Slices Such As Strawberries, Lemons, Limes.

WINE OR CHAMPAGNE

Red Wines, White Wines, Sparkling Wine, Champagne

NON-ALCOHOLIC DRINKS

Soda, Sparkling Water With Flavorings such as Lemon, Lime, Grapefruit

NOTES

STATIONERY & SUPPLIES

Checklist

BASICS

- Board Base Such As Poster Paper
- Glue Sticks
- Tape
- Magazines

PRINTABLES

- Inspirational Quotes
- Affirmations

STATIONERY

- Markers
- Colored Pencils
- Pens
- Pencils
- Crayons / Pastels
- Stamps And Ink Pads
- Scissors
- Rulers
- Erasers / Correction Tape
- Hole Punches
- Stencils
- Waste Paper Bins

DECORATIONS

- Stickers
- Die-Cut Shapes
- Ribbons And Twine
- Glitter
- Buttons And Badges
- Beads And Sequins
- Fabric Scraps
- Photos And Prints
- Inspirational Quotes
- Affirmations
- Washi Tape
- Miscellaneous decorations eg coins

NOTES

MISCELLANEOUS ITEMS

Checklist

BASICS

- Music _____
- Camera _____
- Sign-In Sheet / Guestbooks _____
- Tables _____
- Chairs _____
- Cushions Or Pillows _____
- Coffee Maker, Blender Etc. _____
- Cutlery _____
- Crockery _____
- Table Cloths _____
- Napkins _____
- Salt & Pepper Shakers _____
- Table Decorations _____
- Waste Paper Bins _____
- Cleaning Supplies _____
- Trash Bags _____

NOTES

NOTES AND REMINDERS



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