

Party Planning Checklist

1. **Pick a theme:**
 - a. *Laser Combat*
 - b. *NERF Blasters*
 - c. *Axe & Arrows*
 - d. *Sport Stars*
 - e. *Football Mania*
2. **Pick a date** – *in the unlikely event that we are not able to accommodate your date, it's a good idea to have a back-up / second choice date.*
3. **Make your booking through this link to our website** – www.prestigeparties.net/book-now. Alternatively, you can email our Party Coordinator, Kyle at - kyledangerfield@prestigesportsdevelopment.co.uk.
4. **Wait for our confirmation.**
5. **Once we have confirmed your booking, it's now time to book your venue** - *On our website in the Resources page you will find a download of venue ideas with their contact details. If you're struggling to find a suitable venue, let us know and we can assist.*
6. **It's now time to download your party invitations from the Resources page on a website** - *Make sure to download the party appropriate invitations. i.e. if you have booked a Football Mania party, make sure to download the Football Mania invitations.*
7. **Send out invitations!** - *Be sure to check the capacity of the party you have booked; this information is available on the dedicated party page on our website.*
8. **With the party and venue booked, you now need to arrange catering** - *You can provide food and drink yourself or you can hire a third-party to organise your catering. **REMEMBER** – we do not provide food and drink.*
9. **Sit back, relax and wait for the big day.**
10. **PARTY DAY!!** – *we hope your child has the best birthday party they could possibly have.*
11. **Download your thank you cards from the Resources page on our website** - *Just like the invitations, make sure you download the party appropriate thank you cards.*
12. **Leave us a review at** - [prestige sports development](#) - [Google Search](#)
13. **Finally, a massive THANK YOU from us!** - *We hope we have exceeded your expectations, follow us on social media to stay up to date with everything we have going on here at Prestige and make sure to book with us again :-)*

Facebook – Prestige Sports

Instagram - @prestigesportsd

