



Garden party checklist

How to plan the perfect summer garden party



Summer is a great time of year to spend time outside enjoying the great weather with family and friends at a barbecue or at a lively summer garden party. We have put a helpful checklist together to help you organise the perfect summer garden party.

1 When:

Date: _____

Time: _____

- Think about how much you would like to spend.
- Check the weather forecast.
- Make sure to let your neighbours know about your garden party and when it will start and finish.

2 Guests & invitations:

Number of guests: _____

- Make a guestlist.
- Send garden party invitations.
- Think about what you are **going to wear**.
 - Party theme: yes / no
 - Let guests know about any important information regarding the party such as a dress code.

3 Food & drink:

- Make a shopping list.
- Get enough food and drink and don't forget to **prepare the food**.
- Get a cool box and put the ice packs in the freezer.
- If necessary, clean the barbecue and buy anything you will need for it such as charcoal.
 - Make sure you have enough water. You will need around 2 to 3 litres per person on a hot day.
 - Non-alcoholic drinks such as (homemade) lemonade, (homemade) iced tea, fruit juices and soft drinks.

- Alcoholic beverages such as beer, wine, schnapps and liqueur.
- Don't forget any ingredients for cocktails or punch.
- Food for the barbecue and vegetarian kebabs.
- Bread, baguette or bread buns.
- Salads
- Finger food and nibbles
- Desserts

Does anybody have any allergies or food intolerances?

Is anybody bringing any food or drinks with them?

4 Setting everything up:

- Make sure that you have enough tables and chairs for your guests.
- Make sure everything in your garden looks nice and tidy:
 - Mow the lawn.
 - Trim and tidy up any plants and bushes.
 - Tidy up or clean the terrace or summerhouse.
 - If necessary, make sure your garden is safe for children to play in.
- Check the weather forecast again just before your garden party starts and make any necessary preparations in case the weather isn't going to be great.
 - Heat: parasol or a canopy and if needed set up a paddling pool.
 - Rain: use a pavilion or a marquee or, as an alternative so that everyone stays dry, move the party into your summerhouse.
 - Cold: get some light blankets and if necessary, light a fire bowl or a campfire.
 - Wind: fasten down your tablecloths with clips or place heavy objects on top of them so that they don't blow away and check your grill.

5 Decorations and entertainment:

- Organise and **make garden party decorations** that match the occasion/ party.
- Make sure you have enough solar lamps, fairy lights and lanterns to provide sufficient lighting in the evening.
- Make a playlist.
- Organise party games and entertainment, especially if children are going to be attending your garden party.

You can find further garden party inspiration and helpful tips in the following article: [Ideas for organising a summer garden party](#).