

# Home Communion Party Checklist



## Got the date?

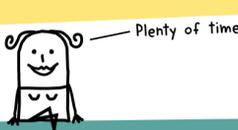
Check

- Set the date and time for the party. As a general rule it is good to leave 2 hours from the communion start time at the church to guests arriving at your home.
- Write out the guest list.
- Decide on catering – buffet or sit down? Cook yourself or get catering? And book caterer if using one.
- Decide if paying for a photograph session and book if you are.
- Decide on entertainment and activities and book a bouncy castle if using one.
- Decide if you wish to use a hairdresser for you and/or your child and book.

## Top Tip

It's good advice people!

Caterers, Entertainers, Hairdressers and Photographers need to be booked well in advance for Communion Parties as there will be a huge demand for these services with many families having parties on the same day at the same time.



## 4 Weeks Before

- Write out and send invitations (be sure to include a note about allergies).
- Plan the food and drink.
- Make a shopping list.
- Decide on communion favours yes or no.
- Ask family members if you need help.
- Order the cake if not making.
- Organise a Gazebo or covered area for people, if they will not all fit comfortably in your house just in case the weather turns bad.

## 2 Weeks Before

- Decide on decorations.
- Buy party supplies and decorations.
- Chase up any RSVPs for final numbers.
- Confirm entertainer/caterer/bouncy castle.

## 3 Days Before

- Buy food and drink.
- Make sure you have trash bags for cleanup.
- Put communion party bags together.

## Top Tip

Listen up!

Buy a balloon pump to save effort on blowing them up!



## 1 Day Before

- Bake cake and Ice Cake or collect if you are having one made.
- Make any food that can be made ahead of time.
- Decorate the house.
- Check the weather forecast if planning any outdoor activities.
- Ask a family friend or relation if they can help by letting caterers in or heating food while you are at the church.

## On The Day

- Make sure phone (or camera) charged for pictures/videos.
- Prepare final food.
- Blow up balloons.
- Set up table.
- Have 1st Aid Kit handy.

## Supplies You Might Need

- Decorations, balloons, streamers
- Games
- Paper Cups
- Paper plates
- Ice cream scoop
- Utensils
- Napkins
- Music
- Folding tables (for food/presents/games)
- Trays to serve with
- Cake stand or plate
- Knife to cut cake

