

# Orbit Event Rentals, Inc.

## Help, I am having a party, what do I do?

### 1+ Month in advance

|  |                               |
|--|-------------------------------|
| Establish your budget  | Create your guest list        |
| Choose a date and time   | Choose theme and color scheme |
| Book venue or entertainment  | Decide on cake design         |
| Contact <a href="#">Orbit Event Rentals</a> to reserve party rentals                 |                               |
| Purchase invitations (note special instruction i.e. dress to theme, it's a surprise) |                               |

### 2-4 weeks in advance

|                                       |   |
|---------------------------------------|---|
| Mail invitations                      | Plan menu   |
| Make grocery list                     | Grocery shopping (non perishables) Call             |
| Inventory serving dishes owned        | <a href="#">Orbit Event Rentals</a> to update order |
| Purchase party and cake deco supplies | Gather decorations and games                        |
| Order cake (if not making)            |   |

### 1-2 weeks in advance

|   |                    |
|---|--------------------|
| Order balloons  | Select party music |
| Confirm venue, entertainment, and rentals                             |                    |
| Birthday candles Purchase party favors and prizes                     |                    |
| Confirm head count; call all those who have not R.S.V.P.'d            |                    |
| Clean house so that the day before only spot cleaning will be needed. |                    |

### 2-4 days prior

|   |   |
|---|---|
| Stuff and label goodie bags                 | Charge cameras                          |
| Purchase last minute items                  | Grocery Shopping (perishables)          |
| Make room in fridge for party food          | Tidy up areas of the house that need it |
| Clean up outside areas being used for party |   |

### Day before

|   |  |
|---|--|
| Bake and/or decorate cake               | Pick up ordered cake                         |
| Wrap presents                           | Get games and activities in order            |
| Pick up rentals                         | Or, receive pre-arranged delivery of rentals |
| Prepare any food that can be made ahead |  |

### Party Day

|               |   |
|---------------|---|
| Decorate      | Pick up balloons (or delivered 1 hr. prior) |
| Pick up ice   | Prepare remaining food                      |
| Final tidy up |   |

### 1-2 days after

Review and edit photos/videos of the party  
Write thank you notes and include a picture of the big day  
Return rental items (or have stacked/ready for [Orbit Event Rentals](#) to pick up as pre-arranged)  
Create your own photo album to enjoy the memories for years to come!

12061 E. Slauson Avenue, Santa Fe Springs, CA 90670

Phone 562.696.8875 Fax 562.696.8862

[orders@orbiteventrentals.com](mailto:orders@orbiteventrentals.com)

[orbiteventrentals.com](http://orbiteventrentals.com)