

Safe Party Planner.

PRE-PLANNING

My party is on [date] _____

Start time _____

Finish time _____

Budget _____

Theme/type of party _____

Dress code _____

Venue _____

Venue manager's contact details _____

Have you found out about the venue's insurance? Yes / No

What are the noise restrictions? _____

Is the venue easy to secure against gatecrashers? Yes / No

Is the venue easy to find and is there good parking for parents/carers? Yes / No

INVITATIONS

☐ Written ☐ SMS ☐ Email

☐ Social sites ☐ Other _____

Use the safe party planner to help you have a conversation with your teenager about how their party will be organised and managed.

GUEST LIST

Total number _____

Who is managing RSVPs _____

Have you discussed if there's anyone who should not be invited? _____

Who needs to be told about the party beforehand?

☐ Neighbours ☐ Guests' parents

☐ Police ☐ Other _____

ENTERTAINMENT AND FOOD

What will make the party fun? _____

What food will be served? _____

Other _____

ALCOHOL

Will alcohol be served at the party? Yes / No

If yes, have you considered:

☐ The Australian alcohol guidelines and secondary supply law?

☐ How to avoid people getting drunk and accidents?

DRUGS

Will smoking be allowed? Yes / No

What will happen if illegal drugs are brought to the party? Will they be confiscated? Will you ask the person who brought them to leave?

TRANSPORT

Who will make sure that safe transport for the guests is arranged after the party?

If any guests can't get home safely where will they stay?

GATECRASHERS AND SECURITY

How can gatecrashers be prevented from entering?

Are any locations off limits to guests? And if so, how will these be marked/made clear to guests?

Where will pets go to keep them safe during the party?

Who will be the adult supervisors?

How will emergency vehicles easily access the party if necessary?

Other _____

PARTY RULES

Are there any other rules that need to be agreed to ensure everyone has fun on the night?