
PARTY CHECKLIST

Date of Event _____

Venue _____

No. of Guests _____



**39 Princes St,
Riverstone, NSW, 2765
www.starpartyhire.com.au
1300 338 368**

Star Party
HIRE

*"Your one stop shop to
create a memorable party experience"*



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ABOUT STAR PARTY HIRE

At Star Party Hire we have been creating memorable experiences for over 15 years. We pride ourselves on delivering you a first class, reliable, friendly service. We have extensive experience and knowledge in the events and party hire business to ensure your event is carried out smoothly and with total professionalism. Whether it's for a large event, wedding or small garden party, we provide marquees, furniture and catering equipment. Our unbeatable range includes marquees, tables, chairs, stages and much more.

We deliver the highest quality items at the most competitive prices throughout the whole of Sydney.

But don't take our word for it! Here's what some of our clients have to say about us:

"Your service is far beyond recommendations. In fact, I feel I cheated you guys with payments having seen my needs over-fulfilled. Many guests took your contacts and I hope you will get many orders"

"I organised my birthday party through Star Party Hire. What an amazing setup and arrangement these guys did. Amazing and helpful staff. I would recommend. So happy to get it done through you guys."

"Professional team and quality products. The team went over and beyond to make sure the set up was exactly as we needed. Highly recommend!"

Want to know more? Call us today on 1300 970 033 or visit our website at www.starpartyhire.com.



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WANTING TO HIRE? HERE'S HOW!

STEP ONE:

BROWSE OUR EXTENSIVE RANGE OF PRODUCTS

At www.starpartyhire.com.au

From chairs to stages we have something for everyone!



STEP TWO:

SELECT YOUR ITEMS

Unsure what you need?

Add it to your cart anyways, we can always adjust it later.



**STEP THREE:
SUBMIT QUOTE**

Don't worry you won't be charged at this stage!

If you have additional questions, or simply want to speak with one of our staff you can



**STEP FOUR:
CONFIRM AND RESERVE!**

Our friendly staff will email you back to confirm your quotation and details on how to reserve your order.



**STEP FIVE:
DELIVER AND RETURN**

Take the stress out of your event by having us deliver and pick up your item. Alternatively you can pick up from our warehouse in Riverstone





My Party Checklist

2-3 Months Before Party

- Select date and time
- Choose a theme
- Make a guest list
- Determine your budget
- Select and book venue
- Organise entertainment/performers
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1 Month Before Party

- Send invitations to guests
- Organise photographer/videographer
- Plan & order food & beverages
- Hire furniture and marquee
- Purchase or make your decor.
- Plan activities
- Enlist party helpers or hire event staff
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1 Week Before Party

- Order cake
- Purchase beverages
- Follow up on RSVPs
- Confirm what time you will be allowed
- to enter the venue for set up
- Confirm contact information for the
- venue management
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1 Day Before Party

- Go grocery shopping.
- Check weather forecast
- Pick up your cake/dessert order.
- Prep and clean your event space.
- Prep non-perishable food items
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Day of Party

- Buy ice
- Set up activities
- Finish preparing food
- Set up your event decorations
- Get ready to party!
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Post Party

- Thank guests for coming & any gifts
- Clean up
- Return hired items
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