



# ULTIMATE EVENT PLANNING CHECKLIST

## BEFORE THE EVENT

- Choose Your Inflatable: Consider age of attendees & space considerations
- Pick a Date & Time: Verify rental availability, check for upcoming weather conditions
- Confirm Venue Details: Measure the space, check for outlets, ensure the safety of the area
- Safety Considerations: Plan adult supervision, verify that the company provides setup/breakdown
- Add ons and Extras: Consider adding tables, chairs or even a photo booth to your event

## ONE WEEK BEFORE

- Confirm Bookings: Verify delivery time
- Notify Guests: Send event reminders
- Prepare Your Party Area: Clean the area of debris/obstacles

## DAY OF THE EVENT

- Prepare the Area: Provide clear instructions for the delivery team
- Set-up A Guest Check-in: Arrange tables for food and drinks
- Create a Shaded Rest Area: Especially during the hot months!
- Safety Walkthrough: Review rules with attendees, assising adult supervision for inflatable areas.

## AFTER THE EVENT

- Clean Up: Be sure to collect and dispose of trash and recyclables.
- Ensure rental items are ready for pickup
- Share the memories: Use your event photos on social
- Thank your guests: Tag them in photos, or send out thank you notes
- Leave a Review: If you enjoyed your experience, share it on Google!