

Night of Mystery

Party Planning Checklist

AS SOON AS YOU DESIRE

- Decide on a mystery theme!!!
- Send out save the date postcards or emails.
 - Remember, people's calendars book up fast, especially around Halloween and the holiday season!
- Start researching ideas for food, decorating, etc. for this party theme!
Check out all the resources provided by and on Night of Mystery - this will get you excited for party!

4 - 6 WEEKS AHEAD

- Send out initial invitation. *Can be downloaded from site at <https://nightofmystery.com/invitations/>*
 - o Set RSVP date of 2-3 weeks before party - you want to give people time to plan their costume!
 - o If you know your guest count, you can go ahead and order the party. Due to our no refund/exchange policy, you will want to wait until you have accurate guest count to order.

2 - 3 WEEKS AWAY!

- Get accurate RSVP count for party!!!
- Order correct party. *Do this as soon as you know your correct guest count.*
- Assign each of your RSVP guest a character role. *Invitation PDFs are included and saved out by character name that include all the invite materials that guest will need to play their character with your mystery files.*
- Deliver character invitations via email, through post, or in-person.
- Book party space (if needed).
- Plan decorations, food, music, and awards for the party. *See more information in Party Planning Tips on your Mystery Page on nightofmystery.com site.*
- Order/purchase/make your own costume!

1 WEEK AWAY:

- Print out and assemble the mystery party materials. *See detailed instructions in host's guide.*
 - If using additional printables (signs, wine labels, etc), print out and assemble, if desired.
- Plan for your awards
 - You can print out certificates from the packet and/or purchase your own. *Ideas on site, and in some Extras.*

5 DAYS OUT:

- Go shopping for food for your party.
- Make sure you have all the decorations you need and, if not, get them!

2 DAYS OUT:

- Start decorating for your party! Set out all that you can ahead of time.
- Prepare any food ahead of time that you can.
- Send reminder email to guests (optional). Most likely, they are as excited as you will be!

DAY OF:

- Finish decorating.
- Prepare any last-minute food and/or drink.
- Set out materials (name tags, etc.) for guests.
- Get into costume!

ENJOY Your Party To Die For!

