

Party Host Checklist

Getting Started:

- ☐ Construct your invite list using the supplied My Mystery Party Guest List Worksheet
- ☐ Send a Save the Date by email or social media post/message
- ☐ Finalize the party date, the guest list, and order invitations *
- ☐ Send the party invitations with character information and costume suggestions
- ☐ Direct your guests to www.YourMysteryParty.com for additional information
- ☐ Manage your RSVPs using the My Mystery Party Guest List Worksheet
- ☐ Read the host instructions
- ☐ Plan how you will document your party with photos and video (guests will want to have lasting memories of this special night)
- ☐ Follow up with non-RSVP guests (you may need to reassign character roles to be sure the required character roles are filled)
- ☐ Make sure you have all required character roles assigned to guests

Party Location:

- ☐ Select party location (i.e. hotel ballroom, private dining room at a restaurant, etc.) if you are not hosting at your home
- ☐ Do an inventory of tables / seating for guests, as well as linens, etc.
- ☐ Check to see if the space is sufficient for your selected bonus games (a mystery party can essentially be played anywhere)
- ☐ Check to see if there will be adequate parking, and make a plan for how your guests will park
- ☐ Clean the house the day before your party
- ☐ Check restrooms to make sure you have soap, hand towels, toilet paper, etc.
- ☐ Have a coat closet/rack & umbrella stand available (in inclement weather) with open hangers for guests

Party Decor and Ambiance:

- ☐ Sketch your proposed room layout for seating and décor (make a list of what you will need to purchase)
- ☐ Purchase theme-oriented décor for your entryway, table(s), and main room (crime scene tape is a great decoration) *
- ☐ Purchase votives / candles, as these add ambiance to a mystery party (LEDs can be a safer option)
- ☐ Select a music playlist for your party (download songs or purchase CDs of music if needed) *
- ☐ Arrange furniture (if needed)
- ☐ Create balloon bouquets to place and add a party atmosphere *
- ☐ Create a movie / picture slide show on a projector screen / television (without sound) for background entertainment
- ☐ Organize clue cards for the mystery party, bonus games, and party favors to be displayed for your guests

Party Menu:

- ☐ Find out if there are any guests' food restrictions or allergies
- ☐ View menu suggestions in the mystery party kit for food ideas
- ☐ Contact a caterer (if needed) to provide food for your guests
- ☐ Make a grocery list for your menu and a list for beverages to be served
- ☐ Inventory kitchen equipment, serving trays, utensils, and dishes needed to prepare and serve your menu
- ☐ Purchase liquor (if applicable) and non-perishable items a week before your party
- ☐ Purchase perishable items, beverages, and ice the day before your party
- ☐ Prepare food that can be stored before the day of your party to save time
- ☐ Prepare food that could not be prepared ahead of time on the day of the party
- ☐ Check wine glasses and utensils, polish if needed
- ☐ Make sure to have burner fuel and chafing dishes if you are having an appetizer / buffet table

Party Favors, Bonus Games &/or Prizes:

- ☐ Pick out the bonus games you will play along with your mystery party (optional bonus games are provided in your kit)
- ☐ Purchase theme-oriented prizes / gift cards, bonus game props, etc.
- ☐ Plan your optional award ceremony
- ☐ Purchase trophies, ribbons, or award certificates for the optional bonus games and / or mystery party winners *
- ☐ Purchase party favors for your guests online or at a local party store
- ☐ Read the bonus game instructions and gather the necessary materials

** Items may be purchased from My Mystery Party*

This checklist is only a guide / suggestion; depending upon your game, location, and theme, you may have additional tasks to complete

www.mymysteryparty.com

