



TEAM OMF

Steps for Planning Your Cocktail Party

1 Month Before:

- Make your guest list. Think about introducing new groups of friends and family to one another. This is a time to bring the people you most care about together. Usually 10 to 12 guests make for a good cocktail party.
- Publicize that proceeds from the party will benefit the OMF for research. Ask for donations – don't be shy!
- Plan your menu. Feature heavy hors d'oeuvres or a seated dinner. If you want to serve hors d'oeuvres as a meal choose 8-10 options with at least 2 to 3 pieces of each per guest. If you are serving light appetizer, choose 4-5 different hors d'oeuvres with about 2 pieces per guest.
- Prepare invitations. Include date, time, attire and what will be served. Include in the invitation that this event is to benefit the Open Medicine Foundation. Remember to mail out your invitations well in advance. After you send out your invitations you should follow-up by telephone.
- Create a theme through decorations or attire. Remember to have fun!
- Ask friends or family members to help prepare or serve for the party.

3 Weeks Before:

- Choose the area for the cocktail party. The space should offer comfortable seating, plenty of mingling room, and cocktail bar or pre-set appetizer space.
- Finalize your menu and all of ingredients for shopping list. If you really want to mix it up, add a fun martini, like a Cosmopolitan, to the choices. Go the extra step and create a beautiful bar top menu for your guests to peruse.
- Plan your décor, flowers and decorations.
- Make a list of all required serving dishes, platters, spoons, baskets, glasses, trays and napkins.

2 Weeks Before:

- Order any necessary rental equipment for serving food, folding chairs, etc.
- Check you liquor cabinet and make a shopping list of required alcohol, mixes and garnishes and drink favors. Include non-alcoholic drinks as well.

1 Week Before:

- Prepare your house or apartment.
- Finalize your grocery list.
- Call guests who have not responded.

2 Days Before:

- Decorate the party area.
- Begin preparing any hors d'oeuvres that can be made ahead of time.

1 Day Before:

- Set final decorations and buffet table for hors d'oeuvres if necessary.
- Determine final grocery shopping.
- Pick up any rental equipment.
- Set up bar – soda, water, liquor, mixes, coolers, beer, blenders and glasses.

Morning of the party:

- Finish preparing and arrange hot hors d'oeuvres.

Remember that planning is the key to cocktail party success, but also remember the part about "fun" being the reason to have a mixer in the first place. Take the time to plan out the details and you'll be assured to enjoy your cocktail party as much as your guests!

