



# **Guide to help you host a Successful Costume Party**

by Jane Craig

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This is Indisguise's guide to help you host a successful costume party. Visit our website [WWW.indisguise.co.nz](http://WWW.indisguise.co.nz) to get more ideas and more help with specific themes. Also feel free to phone us, visit us at the shop or email [Jane@indisguise.co.nz](mailto:Jane@indisguise.co.nz) for further assistance.

The best thing about a costume party is that it allows you and your guests to try on new personalities perhaps step into a secret self, someone you have always wanted to be. Costumes give us permission to be a little more wild and crazy. No matter who you invite to your party a costume will break the ice. People enjoy looking at each others costumes and often start talking. This is great if your party is bringing together strangers. It will take the pressure of you the host.

Indisguise is located at 11 Hartham Place, Porirua

Situated under the canopy next to the mall entrance by T& T children's wear.

Our contact number is 237 9045

### **Opening hours**

Monday 12.00 - 6pm

Tuesday closed

Wednesday 12.00 - 6pm

Thursday 12.00 - 8.00 pm

Friday 12.00 - 6 pm

Saturday 9.00 - 3 pm

Sunday closed.

## Choosing your theme

The success of the costume party often depends on choosing the right theme. Things you need to consider when deciding a theme are:

- Pick a theme that you are excited about. Your enthusiasm will excite those around you.
- Keep the theme as broad as possible. Some people don't like dressing up, so keep it easy so they are not overwhelmed.
- You also want a theme that people can be clever with.

Eg: Vegas - people can come as gamblers, dress of countries around the world, gambling games, card, names of casinos, performers, show girls or just your average American or rock and movie stars ( Elvis )

- What season does the party fall into - hot - cold - indoors or outdoors
- What you don't want is to narrow a theme like a movie with too few characters. A particular country or anything offensive.

## Popular themes

- Vegas
- 1970s - disco
- Mafia/ flappers / 1920s
- Red carpet - Oscars
- Initial of person having the party.
- 1960s
- Black and white
- Wild wild west
- Names of London underground stations
- ' you wore that to my party '!!!!!!

## Invitations

- Get your invitations out in plenty of time. Guests need time to organize baby sitters and costumes.
- Have your invitation reflect your theme.

Eg 1970s have the invitation look like a record 45

Vegas - a poker chip

Pirate - deliver it in a bottle if you can.

You get the idea.

- Include a costume list with ideas for those who will need help and it also clarifies what you are expecting
- Confirm that you would like everyone in costume. We know from experience that those guests who do not dress up also don't enjoy themselves as much and will definitely go home early.
- Print a 10% voucher which appears at the end of this book and put it in with your invitation.
- To encourage dress up and avoid party poopers have a best dressed prize. This may encourage the reluctant participant.

## Preparation

What follows is a checklist. This should keep you organized and ensure you don't forget anything. Not everything on the list is a must as it is a comprehensive list. Some things will not apply to your party.

You want to relax and enjoy your party.

The list includes tasks required to organize a children's party.

# Party Checklist

3 to 4 Weeks Before	2 to 3 Weeks before	1 Week Before
<ul style="list-style-type: none"> <li>• Create a guest list</li> <li>• Select date and time</li> <li>• Book venue</li> <li>• Create a party budget</li> <li>• Pick theme and decor</li> <li>• Order a cake</li> <li>• If using a caterer - find one and book</li> <li>• Decide menu &amp; drinks</li> <li>• Create menu &amp; grocery list</li> <li>• Create party supply shopping list</li> <li>• Decide activities &amp; games</li> <li>• Send party invitations</li> <li>• Book entertainment</li> <li>• Buy disposable birthday party cameras</li> <li>• Book your costume.</li> </ul> <p>Your party, you need to look the best.</p>	<ul style="list-style-type: none"> <li>• Order party favors</li> <li>• Buy birthday games &amp; game items</li> <li>• Order balloons if using helium , fog machines etc</li> <li>• Start to but drinksd and store</li> <li>• Purchase decoratuions</li> <li>• Enlist party helpers</li> <li>• Make an inventory of your tableware , utensils, platters glasses etc)</li> <li>• Buy film &amp; video tape</li> <li>• Buy piñata, candy &amp; fillers</li> <li>• Place RSVP guest list &amp; pen by the phone</li> <li>• Make sure you have enough chairs etc and if not organize where to get some from. Especially if outdoor party.</li> <li>• Sort your music out. Better to have music all loaded on to MP3 or ipod and to play continously through the night. Hopefully it can be tied to the theme ie 70s music. If not make sure you cover all tastes and ages.</li> <li>• Make and freeze any food that can be made ahead of time.</li> <li>• Organise babysitter</li> </ul>	<ul style="list-style-type: none"> <li>• Do any heavy cleaning</li> <li>• Call and confirm caterer again and go over menu.</li> <li>• Confirm babysitter if needed</li> <li>• Buy non-perishable food &amp; beverages</li> <li>• Buy birthday candles</li> <li>• Procure matches</li> <li>• Bake &amp; freeze unfrosted cake if making your own</li> <li>• Buy freezable foods</li> <li>• Call non RSVP guests</li> <li>• Decide on prizes for best costume or couple etc and buy them</li> </ul>

Two Days Before	Day Before	Party Day
<ul style="list-style-type: none"> <li>• Check camera batteries               <ul style="list-style-type: none"> <li>• Buy extra batteries</li> </ul> </li> <li>• Clean party area</li> <li>• Make necessary space in the refrigerator</li> <li>• Buy extra garbage bags, foil &amp; plastic wrap</li> <li>• Arrange party favors</li> <li>• Confirm entertainment</li> <li>• Select music</li> <li>• Fill piñata</li> <li>• Defrost frozen foods</li> </ul>	<ul style="list-style-type: none"> <li>• Clean bathrooms Wash outdoor surfaces</li> <li>• Charge video recorder</li> <li>• Decorate party room</li> <li>• Childproof party area</li> <li>• Gather birthday games or activities</li> <li>• Set out party favors</li> <li>• Buy undelivered floral arrangements</li> <li>• Prepare food that will refrigerate well overnight</li> <li>• Arrange food delivery</li> <li>• Eat out or order in</li> <li>• Defrost cake before bed</li> <li>• Remove surplus furniture</li> <li>• Pick up cake</li> <li>• Have you collected your costume ?</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up perishables, ice, balloons etc</li> <li>• Frost &amp; decorate homemade cake</li> <li>• Decorate outdoor areas</li> <li>• Set up birthday games</li> <li>• Gather serving pieces</li> <li>• Have camera ready</li> <li>• Set out disposable birthday party cameras</li> <li>• Prepare perishable food</li> <li>• Check bathroom for needed supplies (toilet paper, hand towels, soap)</li> <li>• Secure pets as needed</li> <li>• Smile and have fun!</li> <li>• Place different food in different places. This will keep guests on the move.</li> <li>• Relax and have a great party</li> </ul>

## Food drinks, props and decorations

Setting the scene for your party is paramount. It will add to the atmosphere and tone of the party and it is what your guests will remember.

- Choose only a few colours and match everything you can. It would help if the colors related to your theme.

ie : A pirates' party would be red, black and white

- For props you would choose pieces that relate to your theme. You could have a pirate's chest and flags hanging around the room.
  - Food can also be tied into your theme. The internet is a great place to get ideas and recipes from.
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- See Indisguise theme ideas for more help also.

# 10 % DISCOUNT VOUCHER

Present this voucher at Indisguise and receive 10% on your costume hire.

[www.Indisguise.co.nz](http://www.Indisguise.co.nz) for ideas and help

11 Hartham Place , Porirua

Phone 2379045 or email [Jane@indisguise.co.nz](mailto:Jane@indisguise.co.nz)

Conditions of use:

One voucher per customer.

Minimum hire \$45.00.

Valid for costume hire only.

Not available with any other offer or discount.



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