

# How to organise and host the ultimate online party

## 10 steps to party success

Once you have chosen your date and time...



### Decide on a theme

E.g. dinner party, movie night\*, karaoke\* or simply a classic party night. Decide whether your theme has a dress code and whether your guests need to prepare anything. Make sure you let your guests know all this info in the invite.



### Invite your guests

Send your invite when setting up your party using your selected online platform. Consider how many people you are inviting and familiarise yourself with the online platform\*\* beforehand.

To be extra you could also design a fancy invitation using sites like Canva!

*\*Netflix Watch Party could be used for virtual movie nights; there are a few virtual karaoke apps/sites available and YouTube has plenty available too.*

*\*\* Download our handy guide to the different online platforms available.*



### Get organised

Ask a friend to co-host so they can help you host, manage the chat/comments section and deal with any issues, leaving you to entertain on screen. Test the platform with your co-host. Check for sound, the background, connection, etc.

## Consider decorations and outfit

Do you have to prepare anything? You might not be able to buy everything you need right now, but this is a great opportunity to get crafty.



## Reminders

Send reminders a week before and the night before to finalise the confirmed guest list. Also... start getting super excited. Your party is getting started soon!

## On the day

### Decorate and get ready

You could decorate the area behind you to make it look and feel special or in keeping with your theme. Get dressed in your chosen outfit and gather any props you might need to help get you into the party mood.

### Double check

Get everything set up and double check the microphone and camera are working and that your decorations are all on show. If anyone else in your household is planning to join, make sure you can all see the screen and be seen. If lots of people in the same household prefer to use their own device to join, it is recommended they go in a different room to avoid sound interference.

## Let's get this party started!

### Snacks

Sit down and get ready to see lots of smiling faces all super excited to party with you. Make sure you have any snacks and refreshments you might need at arm's length too.

### Greetings

Greet your guests as they arrive. Consider staggering the arrival time if you have more than ten people attending to ensure you get a good chance to greet them. Introduce guests that don't know each other. You can then tell all your guests the basic plan and schedule for your party. Remember to include some short breaks through the evening for people to get away from the screen etc.

### Entertain and involve your guests

After introductions and catch up conversations you can then move on to the theme of the evening. If this is a dinner, you can all tuck in and chat and then set up your after-dinner game; if it is a movie then sit back and enjoy or if it's karaoke then decide who is going first and get this sing-along started. Whatever the theme, have fun and enjoy. The party duration is up to you!

