

Before the party

- ☐ Decide on the number to be invited
- ☐ Send out invitations
- ☐ Get parent/guardian permission for under-18s to drink
- ☐ Register the party with police 7 days prior to the event
www.police.tas.gov.au/services-online/party-safe/
- ☐ Tell the neighbours the start/finish times of the party
- ☐ Invite some other adults along to help out
- ☐ Put food and drinks on the shopping list
- ☐ Print out some signs if there are off-limits parts of the house
- ☐ Print signs for anything else, for example, smoking areas or where recycling items should be placed
- ☐ Prepare sleeping area, if guests are staying over (and perhaps ask them to bring sleeping bags)

Other ideas:

On the night

- ☐ Print a guest list for someone to tick off as guests arrive
- ☐ Put a first-aid kit in a handy spot
- ☐ Put out plenty of rubbish bins
- ☐ Mark out a smoking area (if required)
- ☐ Put up signs for off-limits areas of the house
- ☐ Set up eskies or sinks with plenty of ice for drinks, including lots of non-alcoholic drinks
- ☐ Lay out snacks, other food and napkins
- ☐ Put out some cleaning supplies for any accidents
- ☐ Display numbers for local taxis and/or bus timetable information

Emergency numbers:

000 | for emergency police, ambulance or fire services

131 444 | for non-emergencies – Police Assistance Line

1800 333 000 | to anonymously report a crime to Crime Stoppers