

## **Nanny's 100<sup>th</sup> Birthday Checklist**

- \_\_\_ Find a place to hold the Celebration.
- \_\_\_ Establish the celebration time for guests.
- \_\_\_ Create a mailing list for long time friends and relatives who will be asked us to contribute photos and notes.
- \_\_\_ Create a mailing list of local people who work in and around Mom at Greenhouse Cottages and should be invited.
- \_\_\_ Find a catering firm. Find latest date we can order.
- \_\_\_ Develop and order the catering menu.
- \_\_\_ Find servers for the catered items.
- \_\_\_ Find someone to stay with Nanny and take care of her needs through out the celebration.
- \_\_\_ Find someone to take photographs.
- \_\_\_ Find a group to play at the celebration.
- \_\_\_ Order a flag that has been flown over the Capitol of the US.
- \_\_\_ Purchase a flagstand for the flag.
- \_\_\_ Purchase a frame for the Capitol Architect certificate for the flag.
- \_\_\_ Request a letter of congratulations from the President of the United States.
- \_\_\_ Let local media know of the celebration should they wish to cover it.
- \_\_\_ Create a Timeline of Nanny's life.
- \_\_\_ Create a 100<sup>th</sup> Birthday Fun Quiz for those attending.
- \_\_\_ Locate old pictures for the celebration.
- \_\_\_ Scan old pictures.
- \_\_\_ Find someone to create a photo show.
- \_\_\_ Draft some WHEREAS statements for the mayor's "Elaine Braden Day" Proclamation.
- \_\_\_ Purchase a frame for the proclamation.
- \_\_\_ Locate a lodging facility for those staying overnight.
- \_\_\_ Send out a Nextdoor social media message that notes Mom's 100<sup>th</sup> Birthday and invite people to send Elaine a card.
- \_\_\_ Create a box near the mail room at Greenhouse Cottages for notes coming in through social media.
- \_\_\_ Special order 100<sup>th</sup> Birthday napkins with "Elaine Braden" on them.
- \_\_\_ Obtain note paper, pens, and a box to assist persons attending the reception who wish to write a note to Nanny.
- \_\_\_ Buy a new outfit including jewelry for Nanny for the celebration.
- \_\_\_ Arrange for Nanny to get her hair done the day before the celebration.
- \_\_\_ Purchase balloons, paper/plastic tablecloths, and other decorations for the celebration.
- \_\_\_ Send out Thank You notes as appropriate after the celebration.