

PLANNING AID FOR YOUR PARTY

Location

- Has the budget already been set? How much is planned per person?**
If it's under CHF 100 per person, youth hostels are the place to go. At some locations you even get an exclusive rental for that price and you don't have to worry about other guests.
- What is the theme of the party?**
Does it have to be an unusual location (castle, manor house, large garden etc.)? We have something for every taste.
- During what season is the celebration planned?**
Unfortunately, the weather doesn't always cooperate, so a bad-weather alternative is a must! Good to know, many youth hostels offer gardens and terraces for aperitifs or even meals. Alternatively, you can move the party inside. A pavilion can also be organised in some cases on request.
- Is the location well connected? Is it easy for guests from different places to get there?**
Is it possible to arrive by car or train? Might transport need to be organised?
- For weddings**
Is there a church or registry office nearby? Can everything be organised in one place, will there be transport or will the festivities even be spread over different days?
- What infrastructure is needed?**
Projector for slideshows, microphone system, lighting in the outdoor area? For weddings: Will the wedding take place outdoors? Does the bridal couple need an extra room to get ready?

Guests

- How many guests do you plan to invite?**
Most of our locations are ideal for parties and weddings between 50 and 80 people.
- Are all guests invited for the entire celebration or do you plan to break it up ?**
For example after the aperitif?
- What should the invitation look like?**
Don't forget the most important key data: Date, time, place, RSVP date, possible motto/dress code, further information.
- What does the mix of guests look like?**
Will seniors and children also attend, or is the majority of the guests of party-going age?
If you want to mix different age groups, it is essential to consider the needs of all parties. The youth hostels are a meeting place for many and we are very well equipped especially for children.
- How many guests are expected to stay overnight?**
Are larger room units with shower and toilet on the floor also an option?

Catering

What catering is planned and who will take care of it?

In all our youth hostels, we cook delicious and versatile food. However, if there are special requests, it is possible in several youth hostels to bring in an external caterer. Good coordination between the location and the catering company is essential. As a rule, the kitchens of the youth hostels are not contracted out to external parties. A fee is also usually charged for the effort involved.

How and when do you want to serve the food?

It is important to set meal times. For example, if you want to schedule breakfast a bit later in case guests want to sleep in. Likewise, in the afternoon before the big party, you may want to hold coffee and cake for the guests already present. You have to plan when the aperitif and then when dinner will be served.

Are there guests with allergies or special diets?

Please inform the kitchen well in advance and discuss alternative menus.

Do you have any special drink requests?

Generally, the youth hostels have everything on site. However, if there are very special wishes, these can also be brought along from outside the hostel. As a rule, a corkage fee is charged in this case.

How do you feel about the cost of drinks?

Should guests pay for certain drinks themselves, such as spirits or special requests? How do you want to communicate it?

Music / Entertainment

Is music planned?

In this case, a loudspeaker permit is required, which can be applied for from the commercial police for around CHF 50-80. We are happy to help you with this on site.

Will there be a band, artist or fireworks for entertainment?

The locally applicable requirements must be clarified and complied with.

It is essential to observe the location's quiet hours regulations!

If the celebration is planned to last late into the night, it must be a secluded location without neighbours. Basically, an exclusive rental is necessary so that you are not disturbed by other guests.

How long should the programme last at night?

As a rule, staff are billed by the hour according to the regular service hours. These costs need to be factored in.

Decorations / Dresscode

Would you like to round off your party with matching decorations?

The youth hostels are flexible if you want to bring and put up decorations. It is worth planning well in advance. During a visit, it can be discussed directly on site what will be delivered when and where it will be placed. Likewise, clean-up and pick-up after the party must be planned. Often there are still guests at the youth hostel the evening before, so that the decorations can only be put up on the morning of the party.

Outdoor lighting should be weatherproof.

Is there a dress code for the guests?

Inform the guests about this well in advance.

We are happy to provide catering for guests.

However, if you want special floral decorations, table tops on the tables or a special birthday or wedding cake, it is worth organising these through regional partners and getting the orders placed early. If necessary, ask the youth hostel for the dimensions of the tables and chairs.

Organisation

- The location must be requested early to reserve the date. If a youth hostel doesn't have room, the Swiss Youth Hostels may find a suitable alternative in their portfolio!
- Who is the contact person on the day of the celebration? Especially at weddings, this is often not the bride and groom themselves, but usually the witnesses or even a wedding planner! Depending on the tasks of the contact person, it may also make sense for them to visit the location and know what's going on (e.g. quiet hours, meal times etc.).
- To avoid a call about quiet hours disturbances, it is worth informing the neighbours around 10 days before the event.
- Before the big party, it is essential to give the schedule of the day of the party or wedding to all those involved, including the location. From experience, it pays to plan a good 1-2 hours for delays.
- For the perfect accompanying programme, we recommend checking out the area surrounding the location. Perhaps the guests want to do something before the party or on the following day, or an entertainment programme is needed for the guests during the time the bridal couple takes wedding photos, for example. The local team will be happy to make recommendations.

Accommodation

- Room arrangements are crucial so that everyone can have a good night's sleep. Get a room plan. It is important to note that older guests or children go to bed earlier and should preferably get the quietest rooms. Decisions must also be made about who can share a room with whom and which guests are better off in a private room.
- In the youth hostel, the beds (in the dormitories) are not always prepared, so it is a matter of deciding whether guests should make their beds themselves or whether this should be done by the youth hostel for a small extra charge. Bed linens are included in any case.
- Will there be a joint breakfast the next morning or even a brunch buffet?
- Which guests arrive the day before?