

# Party Planning Checklist

## 3-4 Weeks Before

- ☐ Set overall budget (estimate cost of desired items)
- ☐ Determine party theme and date
- ☐ Book/locate place and entertainment
- ☐ Create guest list
- ☐ Order invitations
- ☐ Plan décor, and music (if stylist or dj/band needs to be booked)

## 2-3 Weeks Before

- ☐ Order flowers
- ☐ Order cake
- ☐ Send invitations
- ☐ Rent/purchase any tables, chairs, linens etc.
- ☐ Plan menu – assemble recipes, book catering
- ☐ Hire any help needed
- ☐ Order matching party items – favors, décor, assemble printables etc.
- ☐ Shop for any party clothes

## 1-2 Weeks Before

- ☐ Solidify menu
- ☐ Create music playlist
- ☐ Identify serving dishes and utensils
- ☐ Purchase final décor
- ☐ Prepare food items that can be frozen

## 1 Week Before

- ☐ Arrange furniture
- ☐ Stock bar
- ☐ Shop for non-perishable food/drinks
- ☐ Contact any who have not RSVP'd

## 3 Days Before

- ☐ Decorate
- ☐ Remove personal items from medicine cabinet, etc.
- ☐ Clean house
- ☐ Specify place for coats, purses, umbrellas
- ☐ Finish grocery shopping
- ☐ Wash serving pieces and utensils

## 1-2 Days Before

- ☐ Final grocery shopping (don't forget ice!)
- ☐ Pick up flowers
- ☐ Iron table linens
- ☐ Clean bathroom (stock soap, tissue, etc.)
- ☐ Prepare any remaining food items that can be prepared ahead

## Day of the Party

- ☐ Finish food and reheat prepared food
- ☐ Chill drinks
- ☐ Set out balloons
- ☐ Final cleaning check
- ☐ Place trash cans in various locations
- ☐ Place chairs

## 30 Minutes Before

- ☐ Light candles
- ☐ Set out food and drinks
- ☐ Start music
- ☐ Relax, smile, and have fun!

\* 1-2 weeks after - send thank you notes