

HALLOWEEN

Party Planning Checklist

4-6 Weeks Before

- Pick a theme
- Send out invitations
- Decorate for Halloween to enjoy for the season



3 Weeks Before

- Decide on your menu
- Coordinate your menu items with your party theme
- Decide on the games or activities you'll have and prepare them
- Finalize your costume

1-2 Weeks Before

- Create music playlist
- Get your favors ready
- Confirm your menu
- Make sure you have enough plates, cups and silverware for all your guests
- Stock the bar
- Shop for non-perishable food/drinks
- Contact any who have not RSVP'd

3 Days Before

- Decorate for the party
- 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!)
- Clean bathroom (stock soap, tissue, etc.)
- Prepare any remaining food items that can be prepared ahead

Day of the Party

- Place trash cans in various locations
- Place chairs
- Decorate your space
- Get your costume on
- Set out food and drinks
- Light the candles
- Start the music

Have fun!



 **THAT Party CHICK**