

Party Planning Checklist

PLAN, PREP, AND ENJOY THE PARTY!

Checklist

1 month to go:

- Make your guest list.
- Set the date, time and location for the party.
- Mail or email invitations.
- Set your budget.
- Brainstorm party themes and ideas.
- _____
- _____

3 weeks to go:

- Choose your theme & prep party décor & favors.
- Plan food and drinks to be served.
- Make a list of all plates, flatware, serving dishes and glassware you have available. Order or rent any extras you need.
- Arrange any help needed (order food from caterers, rent chairs or linens).
- _____
- _____

2 weeks to go:

- If the party is at your house, clean your house and anything needed for the party (serving platters, dishes, etc.)
- Create a music playlist.
- Ask friends or family for help with any DIY projects.
- _____
- _____

1 week to go:

- Follow up with guests who haven't RSVPed.
- _____
- _____

1-2 days before:

- Do all your grocery shopping.
- Stock the bar.
- Prepare any food that will keep in your fridge or freezer. This includes chopping and prepping food in advance.
- If the party is at your home, let your neighbors know you're having a party in case the party will get loud or you'll need extra parking spaces.
- _____
- _____

Day of the party:

- Decorate your party space, and set up your table(s), food and drink stations.
- Buy fresh flowers and make floral arrangements.
- Finish any last-minute cooking and display food.
- Turn on music playlist.
- _____
- _____

Guest List

Name	Invite Sent	# RSVPed	Sent Thank You Note
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
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Shopping List

Supplies		Food & Drinks	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Vendors

Name	Reserved	Paid Deposit	Confirmation Received
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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