

Party Planning Checklist

Planning a party can be a difficult task but with a good guideline you won't skip a step! This comprehensive list will keep you organized and more importantly, will make your party a memorable one!

THE FIRST FEW STEPS

- Determine the type of party (formal, special occasion, holiday, etc.)
- Decide if you want drinks, finger foods, buffet, full meal, or other
- Pick your party theme
- Decide amount of guests you would like to invite
- Set a date, time, and place for your party
- Determine a RSVP date
- Search, investigate and book your location also pay any deposit
- Make a shopping list -- including small items like napkins and candles etc
- Make lists of tasks that can be done in advance and those for party day

NEXT THINK BUDGET!

- Decorations, including flowers, plants, or props
- Food and beverages
- Other services (caterer, parking attendant, wait staff, etc.)
- Invitations and postage
- Rental space
- Entertainment (music, DJ, etc.)
- Tables, chairs, and other equipment rentals
- Other miscellaneous expenses

FOUR TO SIX WEEKS PRIOR

- Put together your guest list and gather addresses and phone numbers
- Order invitations
- Purchase decorations, paper goods, and other supplies
- Contract for any services (caterer, entertainment, etc.)
- Plan your menu and purchase non-perishable foods and drinks
- Contact any friends or family you want to help with the party
- Address and mail your invitations
- Pick out the music
- Contract for any equipment rental (chairs, tables, etc.)

ONE TO TWO WEEKS BEFORE

Confirm any friends, family, and hired service people working the party

Pick out your party outfit and have it cleaned

Finalize the space layout and decorations

Shop for bulk of perishable food

TWO TO THREE DAYS BEFORE

Clean your house if party is at home

Begin decorating

Gather your supplies and equipment together

Shop for any last-minute food or supplies

Touch base with contracted services

Assign specific tasks to your volunteer assistants

Make preparations for cleaning up, returning equipment, etc.

THE AWAITED DAY

Finalize the decorations and place settings

Instruct any hired and volunteer helpers

Relax and enjoy yourself!

AFTER THE PARTY ENDS

Thank you cards

Collect photos and save in photo album for good memories