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| party planning checklist |



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| --- | --- | --- | --- | --- |
|  | Party: |  |  |  |
| Date: |  | Time: | Location: |  |
|  | Budget: | # of guests: |  |  |

|  |  |
| --- | --- |
| 3-6 month before | 2-3 days before |
| * determine the budget & number of guests
* choose a date, time & place
* reserve the location
 | * write a note to your non-invited neighbors, especially if you expect noise or a lot of cars parked on the street
 |
| 1-3 month before | * create a playlist
 |
| * choose a theme or color palette
* send invitations (if you’re asking to RSVP, include a date 1 week before the party)
* plan the menu, create a shopping list & order food (or determine potluck assignment list)
* take inventory of supplies you have & what you’ll need to get (consider: serving pieces, flatware, glasses, liners, tables, tent, and seating)
* book entertainment
 | * make room in the fridge/freezer
* wash dishes and iron linens
* finish grocery shopping

1 day before* set out tables and chairs (putting out fewer chairs then guests, that’ll encourage mingling)
* finish any cooking that can be done ahead of time
* set up extra trash cans & garbage bags
* assemble party favors & decorate
 |
| 2-3 weeks before | * choose a spot for cards and gifts
 |
| * choose decorations & party favors
* plan activities, games or crafts
* order the cake
* line up any help you’ll need
 | Day of party* finish last minute cooking
* buy ice and chill beverages
* set out appetizers or snacks
 |
| 1 -2 weeks before* follow up with anyone who hasn’t
 | * check the bathrooms (empty trash, set out guest towels, stock toilet paper)
 |
|  RSVP’d to get a final headcount* write out schedule of events
* if you’re serving alcohol, stock the bar (for a 2-3 hours party, plan 3 bottles of wine for every 4 people or 3-4 cocktails per guests)
 | * greet guests as they arrive
* have fun!
 |

For bigger and more formal parties consider and make notes of the following

* Caterer

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone: |  |

* photographer

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone: |  |

* Bartender

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone: |  |

* Florist

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone: |  |

* Cake

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone: |  |

* Balloons

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone: |  |

* DJ/Music

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone: |  |

* Entertainer

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone: |  |

* Parking Attendant

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone: |  |

* Wait Staff

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone: |  |

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| Name: |  | Phone: |  |

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