|  |
| --- |
| party planning checklist |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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: |  |

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

NOTES: