

PARTY PLANNING Checklist

date _____

time _____

place _____

{theme}

{color scheme}

{budget}

\$

{activities}

{menu}

{the checklist}

2 MONTHS BEFORE

CREATE THE GUEST LIST

IF THE PARTY ISN'T AT YOUR HOME, BOOK THE LOCATION

IF YOU WANT PHOTOGRAPHER - BOOK NOW!

IF YOU ARE ORDERING PAPER INVITES & PARTY PRINTABLES,

ORDER OR DESIGN THEM NOW

PLAN ACTIVITIES OR ENTERTAIN (BOOK IF NEEDED)

4 WEEKS BEFORE

PLAN YOUR MENU AND PARTY DÉCOR

IF DOING CUSTOM CAKE, ORDER NOW!

SCHEDULE TABLES, CHAIRS OR OTHER PARTY RENTALS

2 WEEKS BEFORE

SEND OUR INVITES

SEE WHAT PARTY DECOR, KITCHEN ITEMS YOU HAVE ON HAND, BUY OR BORROW WHAT YOU NEED

PRINT AND ASSEMBLE PARTY PRINTABLES SUCH AS FOOD TAGS AND SIGNS

1 WEEK BEFORE

MAKE SHOPPING LIST

CONFIRM WITH CAKE DESIGNER, ENTERTAINERS, RENTALS & PHOTOGRAPHER

WRITE OUT YOUR PARTY PLAN (ACTIVITIES & SCHEDULE)

IF YOU ARE HAVING A TABLE DISPLAY DO A TEST RUN. SET

IT UP TO SEE WHAT IS STILL NEEDED, SUCH AS DECOR

AND BACKDROP

2 DAYS BEFORE

PURCHASE FOOD

CLEAN THE HOUSE

CHECK TO SEE IF CAMERA IS CHARGED

1 DAY BEFORE

HAND DECORATIONS

DECORATE THE FOOD TABLE & HAVE IT PREPARED FOR FOOD

DO AS MUCH FOOD PREP AS POSSIBLE

DAY OF PARTY

5 HOURS BEFORE - BUY ICE AND BALLOONS

PREPARE LAST-MINUTE FOOD AND DRINKS

FINISH AND PARTY DECORATING

1 HOUR BEFORE PARTY - LAY OUT FOOD (TAKE PICTURES OF DISPLAY)

GET YOURSELF DOLLED UP & GET READY TO PARTY!

