

# PARTY PLANNING Checklist

---

## ONE MONTH *Before*

- Finalize guest list
- Send out invitations
- Choose menu
- Place order with caterer (if needed)

## THREE WEEKS *Before*

- Inventory items on hand
  - Food
  - Decor & linens
  - Serving pieces & tableware
- Make a list of items to purchase
  - Food
  - Decor & linens
  - Serving pieces & tableware
- Make arrangements to borrow items
- Plan activities
- Decide on party favors
- Purchase what's needed for favors

## TWO WEEKS *Before*

- Purchase non-perishables
- Purchase wine, beer, liquor
- Purchase decor & linens
- Purchase serving pieces & tableware
- Decide on party favors

## ONE WEEK *Before*

- Finalize guest list
- Confirm rentals & catering
- Finalize favors
- Deep clean party area & bathroom

## THREE DAYS *Before*

- Purchase fresh ingredients
- Make any last minute purchases
- Prepare any food that will remain fresh

## TWO DAYS *Before*

- Do any last minute cleaning
- Pull out and clean serve ware
- Finalize activities and games

## ONE DAY *Before*

- Cook & prep as much as possible
- Decorate as much as possible

## *Event Day!*

- Finalize all food
- Chill beverages
- Finish decorating
- Tidy as needed