

Party Planning Checklist

Allow about 6+ Weeks for a bigger event or if you need vendors

One month before...

- ☐ Pick your date.
- ☐ Pick your venue.
- ☐ Pick your theme.
- ☐ Create your guest list.
- ☐ Decide on your budget.
- ☐ Decide if you want to hire a party planner.
- ☐ Hire your vendors.

One Day Before...

- ☐ Final shopping.
- ☐ Prepare Final menu.
- ☐ Decorate

Day of...

- ☐ Finish setting up.
- ☐ Finish prepping food.
- ☐ Welcome your guest & have a blast!

Three weeks before...

- ☐ **Choose your menu:** If you're preparing food yourself, start making a list of recipes and ingredients to purchase. If it's a potluck, check with everyone to see what they are bringing. Assign, make a list and stay organized.
- ☐ **Make a timeline.**
- ☐ **Check what you have in stock:** This will help you avoid overspending.
- ☐ **Buy the drinks:** Adult beverages and sodas, water, juice, etc.
- ☐ **Shop for perishable items.**
- ☐ **Buy decorations.**

One week before...

- ☐ Check in with your guests that have not RSVP'd yet.
- ☐ Confirm any rentals and reservations.
- ☐ Go over your lists:
- ☐ Food, decorations, etc., double check grocery list

Two days before...

- ☐ Place anything that needs to be
- ☐ defrosted in the fridge.

