

*A checklist
to help you
plan any party!*



One Month Before the Party

- Set a date, time and choose a location
- Decide on a theme and set a budget
- Create guest list
- Plan a menu including appetizers and drinks
- Recruit and/or hire help
- Hire entertainers
- Rent equipment and/or ask to borrow equipment
- Plan a parking strategy

3 Weeks Before the Party

- Send out invitations
- Take stock, planning buffet/serving areas and plan seating areas, create seating plan (if needed)
- Check your linens and serving pieces; clean if necessary
- Decide on music, games and activities
- Purchase gifts and door prizes and wrap them
- Plan centerpieces and order flowers, if purchasing from a florist
- Order cake and balloons

2 Weeks Before the Party

- Purchase party supplies and decorations
- Send out reminders to guests who have not responded
- Make grocery list including liquor (don't forget charcoal or propane, if grilling!)
- Purchase all non-perishable groceries
- Make and freeze any food items ahead of time



1 Week Before the Party

- Make party favor treat bags and/or fill piñata
- Clean your house and outdoor area
- Set the stage and decorate
- Notify the neighbors (if they weren't invited)
- Confirm delivery dates and services with hired vendors
- Ask someone to take pictures (if photographer isn't hired)
- If making centerpieces and decorations, do as much as possible ahead of time
- Create a detailed timetable for preparing and cooking party food

1 to 2 Days Before the Party

- Set up serving tables, buffet table and bar, including all serving bowls, platters, utensils, punch bowls, etc. Assign each serving piece to a menu item by placing a small piece of paper (such as a Post It note) with the name of the food on the serving dish.
- Do last minute tidying of house and party areas
- Designate an area to store guests' coats, purses, umbrellas, etc.
- Purchase perishable items
- Do any food prep that can be done ahead of time, i.e., make dips, chop vegetables, chill wine and beer plus thaw premade frozen foods
- Check your bathrooms: remove personal items that you don't want guests to see or use AND remember to check your stock of toilet paper and guest towels!
- Plan for garbage: set out additional designated trash cans
- Have cleaning supplies and first aid supplies handy for accidents

Party Day!

- Pick up cake, balloons and ice
- Have rental equipment delivered and set up
- Set guest tables: tablecloths, centerpieces, flowers, etc.
- Finish food preparation; set food on serving tables and place cold beverages on ice
- Clear away last minute clutter and make sure the dishwasher is empty!
- Get dressed, light candles, turn on music and have a good time!

Tootles,



Tiffany and Carole