

42 Things to do When Planning Your Next Party



A checklist to help you plan any party!

42 Things to do When Planning Your Next Party sounds like a huge commitment just to have a bit of fun, doesn't it? I bet you didn't realize that there are at least 42 things to do, did you? Most party planning checklists break them down into manageable categories, such as "One Month Before the Party", "Two Weeks Before the Party", etc. and you don't realize how many steps there are to party planning! My list is categorized that way, too, but I counted them for you!

Tootles, Carole
[Toot Sweet 4 Two](#)

Here's the party planning checklist...

One Month Before the Party

- Set a date and 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, plan buffet/serving areas, plan seating areas, and 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



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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



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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!

