

Party Planning Checklist

Occasion: _____

Where: _____

Date & time: _____

Guests: _____ Budget: _____

Four weeks before

- ☐ Set the date, time and budget
- ☐ Pick a theme or colors
- ☐ Write the guest list
- ☐ Book the venue
- ☐ Send the invitations
- ☐ Book entertainment or music
- ☐ Order the cake
- ☐ _____

Two weeks before

- ☐ Chase the missing replies
- ☐ Plan the menu and the drinks
- ☐ Order decorations and balloons
- ☐ Buy or make the party favors
- ☐ Plan games and activities
- ☐ Borrow extra chairs and tables
- ☐ Build the playlist
- ☐ _____

Who is helping with what

The week of the party

- ☐ Confirm the final headcount
- ☐ Shop for food and drinks
- ☐ Confirm cake and deliveries
- ☐ Buy ice, cups, plates and napkins
- ☐ Charge the camera and the speaker
- ☐ Decide where everything goes
- ☐ Clean the house
- ☐ _____

The day before

- ☐ Cook or prep whatever keeps overnight
- ☐ Put up the decorations
- ☐ Set out serving dishes and glasses
- ☐ Chill the drinks
- ☐ Set the table and the seating
- ☐ Clear space for coats and gifts
- ☐ Take out the trash
- ☐ _____

Party day

- ☐ Finish the food and lay it out
- ☐ Fill the ice bucket and drink station
- ☐ Light the candles and start the music
- ☐ Set out favors and name cards
- ☐ Greet guests and take photos
- ☐ Enjoy it
- ☐ _____

Notes

Guest List & Shopping

Guest	Adults	Kids	RSVP	Notes / dietary needs
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Food & drinks

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Decorations

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Supplies & rentals

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