

Party Planning Checklist

2 to 4 weeks prior:

- Create a Budget \$ _____
- Create a Guest List _____
- Pick a Date/Time _____
- Choose Theme _____
 - Decide on cake design and order
- Purchase Invitations _____
 - Mail Invitations at least 2 weeks ahead of time
- Choose Party Games
- Make Party Supply List
 - Be sure to buy goody bags and supplies for children's parties
- Reserve venue/entertainment
- Purchase party supplies

Meal Planning

If you are planning to serve food at the party, be sure to:

- Plan Menu
- Make grocery list
- Inventory serving dishes
- Borrow any serving platters from friends
- Shop for groceries
 - Leave perishables until 3 to 4 days beforehand

1 Week Prior to Party

- Confirm venue
- Confirm RSVPs
- Clean house (if hosting at home)
- Clean outside areas of home as needed
- Stuff and label goody bags
- Purchase last minute items
- Purchase perishables
- Make room in the fridge for party foods
- Wrap presents (if any)
- _____
- _____

1 Day Prior to Party

- Bake cake or pick up ordered cake
- Wrap remaining presents
- Organize any games and prizes
- Prepare food ahead of time
- Clean coolers (if needed)
- Charge cameras
- Tidy up
- Assign who will pick up:
 - Balloons
 - Ice
 - Batteries
 - Film (if/needed)
- _____
- _____

NOTES: