

Party Planning Checklist

3-4 Weeks Before

- ✓ Set overall budget (Estimate cost of desired items)
- ✓ Determine party theme
- ✓ Determine and book location and entertainment
- ✓ Create Guest List
- ✓ Order Invitations

2-3 Weeks Before

- ✓ Order Balloons/Flowers
- ✓ Order Cake
- ✓ Send Invitations
- ✓ Purchase theme decorations
- ✓ Purchase coordinating color décor, streamers, confetti, cutlery, favors
- ✓ Plan menu

1-2 Weeks Before

- ✓ Finalize Menu
- ✓ Purchase trays at party store or order platters
- ✓ Pickup dress up attire for party for guest of honor or host (Sashes, tiaras, theme attire)
- ✓ Identify serving dishes and utensils
- ✓ Purchase final décor
- ✓ Prepare any food that can be frozen

1 Week Before

- ✓ Follow up on those that have not RSVP'd
- ✓ Plan for where activities and events of the party will take place (adjust and move furniture or rent tables or chairs as needed)
- ✓ Shop for non perishables

3 Days Before

- ✓ Finish Grocery shopping
- ✓ Finalize guest list
- ✓ Ensure you will have enough plates, napkins, and cutlery (pickup extra you don't want to run out in the middle of the event)
- ✓ Remove personal items from Medicine cabinet
- ✓ Identify place for Coats, Towels, Trash,
- ✓ Clean House

1-2 Days Before

- ✓ Clean Bathrooms
- ✓ Prepare food that can be done ahead of time
- ✓ Schedule for day of the party to pickup items (Balloons, Cake, Flowers, and last minute extras)
- ✓ Pick up rental items

Day Of the Party

- ✓ Chill Drinks
- ✓ Setup tables, chairs, and tablecovers
- ✓ Decorations put up
- ✓ Final Cleaning
- ✓ Trash cans setup and marked (trash or recycle)

30 Minutes Before

- ✓ Setout food and drinks
- ✓ Music
- ✓ One last walk through
- ✓ Welcome guests
- ✓ HAVE FUN!!

*Send out Thank Yous 1-2 weeks after



Party Planning

Supply List

	Need	Have		Need	Have
Invitations			Hats		
Stickers			Noisemakers		
Confetti			Trays		
Yard Sign			Tray Lids		
Balloons			Plates		
Steamers			Napkins (3-4 Per guest)		
Banners			Forks (2-3 Per guest)		
Guest Book			Spoons		
Cutouts			Knives		
Scene Setters			Cups (2-3 per guest)		
Pinata			Sash/Boa/Tiara		
Candy			Guest of Honor		
Pinata Buster			Punch Bowls		
Goodie Bags			Ladle		
Favors			Gift Bag/Card/Tissue		
Tape					
Special effects					



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