

Party Planning Checklist

(This checklist is general and may be tailored for a specific event)

Two to six months beforehand

Set the date and decide the location
Book the venue
Create guest list
If this is a special occasion, consider sending "save the date" cards
Create a party budget
Choose your caterer
Choose a theme if you want to have one
Audition and book a band or DJ, if desired

One month beforehand

Plan your activities (games are appropriate for some parties)
Plan your menu (sit-down dinner or easy buffet?)
Order party treats and decorations

Three weeks beforehand

Send your invitations (include directions and RSVP information)
Order cake
Finalize your menu

One week beforehand

Phone any guests who have not responded
Buy film for the camera
Buy and wrap presents (and game prizes if applicable)
Buy non-perishable drink/bar supplies

The day beforehand

Decorate the party room
Buy perishable drink/bar supplies
Make sure your camera and camcorders are charged and full of film and tape

On the day

Finish any last decorations and room arrangements
Set out food and drink
Ask guests to sign a guestbook as a reminder of the day
Remember to arrange a comfy chair for the guest of honor to sit on!