

PARTY PLANNING CHECKLIST

OCCASION _____

ONE MONTH BEFORE	THREE WEEKS BEFORE	TWO WEEKS BEFORE
<ul style="list-style-type: none"> <input type="checkbox"/> Create a party budget <input type="checkbox"/> Choose Theme <input type="checkbox"/> Make the Guest List <input type="checkbox"/> Make or Buy Invitations <input type="checkbox"/> Create Menu <input type="checkbox"/> Choose Activities /Games <input type="checkbox"/> Order Supplies & Favors <input type="checkbox"/> Book Entertainment 	<ul style="list-style-type: none"> <input type="checkbox"/> Send invitations <input type="checkbox"/> Rent any equipment <input type="checkbox"/> Make shopping list <input type="checkbox"/> Order food/catering 	<ul style="list-style-type: none"> <input type="checkbox"/> Order c <input type="checkbox"/> Buy pinata & fillers <input type="checkbox"/> Order flowers
ONE WEEK BEFORE	TWO DAYS BEFORE	ONE DAY BEFORE
<ul style="list-style-type: none"> <input type="checkbox"/> Do major cleaning <input type="checkbox"/> Buy food & beverages <input type="checkbox"/> Buy candles / matches <input type="checkbox"/> Buy thank you cards <input type="checkbox"/> Order balloons <input type="checkbox"/> Call non-RSVP guests <input type="checkbox"/> Make party timeline 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean party area <input type="checkbox"/> Clean bathrooms <input type="checkbox"/> Buy garbage bags <input type="checkbox"/> Arrange party favors / bags <input type="checkbox"/> Confirm Entertainment <input type="checkbox"/> Choose party music / playlist 	<ul style="list-style-type: none"> <input type="checkbox"/> Charge camera /video camera <input type="checkbox"/> Decorate for party <input type="checkbox"/> Set up games / activities <input type="checkbox"/> Set out party favors <input type="checkbox"/> Prepare food that can refrigerate well <input type="checkbox"/> Bake cake
PARTY DAY!	DAY AFTER PARTY	NOTES
<ul style="list-style-type: none"> <input type="checkbox"/> Pick up cake, ice, balloons <input type="checkbox"/> Frost homemade cake <input type="checkbox"/> Prepare food <input type="checkbox"/> Finish decorating <input type="checkbox"/> Prepare cake table <input type="checkbox"/> If presents, set up receiving area <input type="checkbox"/> Prepare a gifts rec'd list <input type="checkbox"/> Get camera Ready <input type="checkbox"/> Don't forget to smile 	<ul style="list-style-type: none"> <input type="checkbox"/> Return rented / borrowed equipment <input type="checkbox"/> Put reusable items away <input type="checkbox"/> Throw away whatever you don't intend to use again <input type="checkbox"/> Download photos <input type="checkbox"/> Vacuum floors <input type="checkbox"/> Break out those thank you cards 	