

Party Checklist

created by Web-Holidays.com

3-4 Weeks:

Choose a theme/decor:
Create a budget:
Choose a location.
Create a guest list.
Decide on food & drinks. If hiring a caterer, order now.
Create party supply shopping list. Order party supplies.
Decide on party activities & games.
Book entertainment, if needed:
Reserve items you need to rent.
Send party invitations (4 weeks for major celebrations, otherwise 2 weeks).

1-2 Weeks:

Create a cooking timeline.
Order the cake (if needed).
Hire help if needed.
Purchase party supplies & decorations.
Assemble party favors and prizes, if needed.
Compiling party music.
Finalize party games and entertainment list.
Check on RSVPs.

The Week Before:

Confirm caterers.
Confirm entertainment.
Confirm rentals.
Order flower arrangements.

The Week Of:

	Clean house, if party is at your home.
	Put away breakables and valuables.
	Purchase perishable foods.
	Purchase beverages.
	Call non-RSVP guests.
	Purchase extra batteries, candles, matches, aspirin*, Advil*, Tums*, large freezer bags (to send leftover food home with guests). *For guests in need.
	Make flower if using dried or silk flowers arrangements and not ordering.

The Day Before:

	Charge camera/video camera or put in fresh batteries.
	Make and decorate cake.
	Decorate (including tables), if at home.
	Set up bar.
	Lay out serving pieces and utensils.
	Make flower if using fresh flowers arrangements and not ordering.
	Make sure toilet paper roll if full and more is readily available, put out clean towels, and paper towels, air freshers, etc.
	Do a quick vacuum and dust, if needed.
	Thaw frozen foods.

The Day of:

	Put out last minute decorations.
	Set table or decorate buffet, once rented equipment arrives.
	Buy ice.
	Pick up cake, if ordering.
	Get cleaned up and dressed, eat something.
	Turn on party lights, make the punch, and put out food.

Important Names & Numbers

Party Location

Name: _____

Address: _____

Contact: _____

Phone Number: _____

Caterers

Name: _____

Address: _____

Contact: _____

Phone Number: _____

Bakery

Name: _____

Address: _____

Contact: _____

Phone Number: _____

Party Supplies

Name: _____

Address: _____

Contact: _____

Phone Number: _____

Flower Shop

Name: _____

Address: _____

Contact: _____

Phone Number: _____

Entertainment

Name: _____

Address: _____

Contact: _____

Phone Number: _____

Name: _____

Address: _____

Contact: _____

Phone Number: _____

Rental Places

Name: _____

Address: _____

Contact: _____

Phone Number: _____

Name: _____

Address: _____

Contact: _____

Phone Number: _____

Name: _____

Address: _____

Contact: _____

Phone Number: _____