

# PARTY PLANNING CHECKLIST

## ONE MONTH

- **Choose a theme** - *think about colors, decor theme, & entertainment*
- **Set time, date & location**
- **Finalize a budget**
- **Create guest list & send out invites** - *include time, date, location, RSVP info, attire, registry, etc.*
- **Book vendors** - *line up rentals, pay deposits, secure entertainment, etc.*

## THREE WEEKS

- **Research decorations & DIY projects** - *search Pinterest, Instagram, magazines, & blogs for ideas*
- **Create a shopping list & to-do list** - *food, drink, decorations, supplies, & list all party tasks (big & small)*
- **Recruit & delegate help** - *ask friends, family, partner, or even kids to help out*

## TWO WEEKS

- **Touch base with venue** - *if party is not at home - confirm details & times*
- **Test run DIYs, new recipes, or any other projects**
- **Order decor, outfits, & favors**

## ONE WEEK

- **Shop for groceries & supplies** - *wait to purchase anything perishable*
- **Complete DIY projects** - *unless it involves fresh flowers or helium balloons*
- **Create music playlist**

## TWO DAYS

- **Clean the house** - *even if party is not at your house, it's so nice to come home & relax after a big event!*
- **Pick up rentals**
- **Purchase last minute perishables**
- **Confirm with all vendors & helpers**
- **Charge batteries & devices**
- **Pack up the car** - *if party is not at your house*

## ONE DAY

- **Set up furniture & displays**
- **Cook, bake & prepare party food**
- **Start decorating**

## DAY OF PARTY

- **Add final decor**- *flowers, inflate balloons, etc.*
- **Chill drinks & display food**
- **Turn up the music**
- **Welcome guests & enjoy the party!**