

Halloween Party Planning Checklist

Location

- Chose a theme.
- Pick the location.
- Choose the date and time.
- Send out invitations.
- Follow up on invites.

Food and Drinks

- Decide on the menu.
- Prepare the shopping list.
- Buy and prepare the food:
 - 👉 Snacks
 - 👉 Starters
 - 👉 Main course
 - 👉 Desert
 - 👉 Special dietary requests
 - 👉 Other
- Buy and prepare the drinks:
 - 👉 Drinks for kids
 - 👉 Drinks for adults
- Alternatively, order the caterer.
- Prepare Trick-or-Treat sweets.

Outfit

- Select an outfit:
 - 👉 Make up
 - 👉 Hair
 - 👉 Nails
 - 👉 Accessories
 - 👉 Other

Entertainment

- Select the music.
- Prepare activities for the kids.
- Arrange for nanny or baby-sitter.
- Get films, if you're having a film night.
- Charge your phone.

Decoration

- Get party decoration:
 - 👉 Skeletons
 - 👉 Ghosts
 - 👉 Cobwebs
 - 👉 Candles
 - 👉 Balloons
 - 👉 Other
- Put up party decoration.
- Get party gear:
 - 👉 Napkins
 - 👉 Plates
 - 👉 Cups/glasses
 - 👉 Utensils
 - 👉 Tablecloth
 - 👉 Serving dishes
 - 👉 Other
- Arrange house and garden for guests:
 - 👉 Wood for fire pit
 - 👉 Blankets for outside
 - 👉 Citronella to keep mosquitos away
- Put up party gear.

Transportation

- Clear parking spaces for guests.
- Arrange for driver or taxi to go home.

Finally

Have a hair-raising Halloween party!