

# 4 WEEK PARTY PLANNING CHECKLIST

## 4 WEEKS

- Mail or deliver the invitations. Do not rely on the telephone or word of mouth.
- Keep a written guest list.
- Plan the menu.
- Check on cooking and serving equipment. Rent or buy what may be needed.
- If needed, arrange for help with parking, serving, or cleanup, and rent coat racks.

## 3 WEEKS

- Buy nonperishables, disposable items, liquor, nonalcoholic beverages, and mixers.
- Plan traffic flow and table service.
- Clean and iron the linens.
- Order any grocery or butcher items.

## 2 WEEKS

- Cook and freeze foods such as desserts, breads, and casseroles.
- Check the condition of the garden if the party is to be outdoors.
- Do any major housecleaning.
- Polish silver if needed.
- Begin making ice.
- Order flowers.

## 2 DAYS AHEAD

- Set the buffet table.
- Set up the bar.
- Set up the music.
- Clean the rooms where the party will be held, and rearrange furniture as necessary.
- Begin making food or portions of recipes such as pasta or potato salads, crudité dips, and some desserts.
- Post a last-minute itemized checklist.
- Label platters and set out serving utensils.

## 1 DAY AHEAD

- Draw a timetable of what needs to be cooked and served when.
- Shop for perishable foods.
- Do bulk of cooking.
- Pick up and arrange flowers.
- Call all helpers and give each explicit instructions.
- Make the punch base.

## DAY OF PARTY

- Finish cooking.
- Arrange ice and fruit for the bar