



PARTY PLANNING *checklist*



4-6 Weeks Before

- | | |
|---|---|
| <input type="checkbox"/> Set the date | <input type="checkbox"/> Potluck - designate who should bring what and include it on the invitation |
| <input type="checkbox"/> Choose a venue | <input type="checkbox"/> Catered - ask about allergies/food restrictions |
| <input type="checkbox"/> Prepare a guest list | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Send out invitations | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Choose a style/theme | <input type="checkbox"/> _____ |

3 Weeks Before

- | | |
|--|--|
| <input type="checkbox"/> Choose your menu | <input type="checkbox"/> Decide on decorations (center pieces, place cards, etc) |
| <input type="checkbox"/> Make a list of all the food you will require | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Decide on your bar style (self serve or tended) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Hire a bartender if needed | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Make a liquor list - spirits, wine, beer | <input type="checkbox"/> _____ |

2 Weeks Before

- | | |
|---|--------------------------------|
| <input type="checkbox"/> Confirm with guests what they are bringing - if anything | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Pick up any decorations you may need (center pieces, place cards, etc) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Order flowers if you like | <input type="checkbox"/> _____ |