

1

5 THINGS to do 8 Weeks before the party

- Determine who is **hosting** the celebration.
- Create a **budget**.
There are many ways to control costs, from DIY favors to potluck menu ideas.
- Select a **location**.
- Set a **date**.
Consider time of day and length of party.
- Create a **guest list**.
Consult the guest of honor to see who she would like to attend.

2

5 THINGS to do 4-6 Weeks before the party

- Select your **party theme**.
- Choose the **invitations**.
- Start planning the **menu**.
- Start thinking about the **entertainment**. Consider games, music, etc.
- **Mail** the invitations.

3

5 THINGS to do 2-3 Weeks before the party

- **Finalize menu** and prepare a shopping list.
Order the cake if you're having one.
- Order **party decorations** that match the theme.
Balloons, centerpieces, candy buffet table should all be considered.
- Order **tableware** that matches the theme including plates, napkins, cutlery, etc.
- Plan and purchase **party favors**.
- Finalize the **entertainment**.

4

5 THINGS to do 1 Week before the party

- Finalize the **head count**.
- Confirm **reservations**, including food.
- Plan the **room arrangement** and seating.
- Confirm balloons, centerpieces and other **major décor details**.
- Create party favors and other **DIY decorations**.

5

5 THINGS to do 1 Day before the party

- Make sure our party space, whatever it is, is **nice and clean**.
- **Decorate!** Don't forget doorways, walls, tables, etc.
- Prepare **non-perishable food**.
- **Charge cameras** and make sure extra batteries are handy.
- **Review party "schedule"** with co-hostess/party "helper"