



Party Planner Checklist

Pre-planning (as early as 3 mths prior)

- Pick theme
- Set a budget
- Create guest list
- Set date, time and place

Active Planning (as early as 2 mths prior)

- Purchase/Make Invitations
- Plan Menu
- Pick Entertainment if needed
- Create a shopping list

Active Planning (6 weeks prior)

- Mail/Email Invitations
- Order any supplies or decorations

Finalizing (2-4 weeks prior)

- Make party favors
- Make decorations
- Purchase all party items
- Order cake if needed

Finalizing (2 weeks prior)

- Finalize guest list & RSVP's

Wrap Up (48-12 hrs prior)

- Make food shopping list
- Cook food if necessary
- Clean party space

Notes:
