

PARTY PLANNING
checklist

STAY ORGANIZED FOR A STRESS FREE PARTY

8 WEEKS BEFORE YOUR PARTY

- ☐ Pick the theme / style of your party.
- ☐ Set your budget.
- ☐ Create a guest list.
- ☐ Find a venue that caters to your theme & guest list.
- ☐ Set the date, time & duration.

HELPFUL TIP: Setting a budget & theme first make's all the other decisions about your party much easier.

The theme will dictate your venue & food choices. A budget allows you to splurge on certain items and save on others, helping you to create the party you really want.

6 WEEKS BEFORE YOUR PARTY

- ☐ Choose your invitation.
- ☐ Brainstorm your menu.
- ☐ Brainstorm entertainment & games.
- ☐ Create a list of all the items you need to purchase before the party.

HELPFUL TIP: Your invitation is the first tangible item your guests will see. Create a great impression and get your guests excited by sending an invitation that reflects the style of your party. Be sure to provide clear RSVP instructions.

4 WEEKS BEFORE YOUR PARTY

- ☐ Mail your invitations.
- ☐ Order your decorations or your supplies if your going DIY.
- ☐ Finalize all details now if your booking entertainment or hiring party equipment.

HELPFUL TIP: Mailing your invites earlier results in a better response. If your running short of time remember that printable invitations can be turned around in 1-2 days and you can print at home or at a local print shop on the same day.

2 WEEKS BEFORE YOUR PARTY

- ☐ Purchase your tableware including plate, napkins & cutlery.
- ☐ Plan & purchase party favours.
- ☐ If your making decorations start now. You dont want to be doing this the night before your party.

1 WEEK BEFORE YOUR PARTY

- ☐ Follow up with any guests who have not RSVP'd & finalize guest list.
- ☐ Create a shopping list, purchase drinks and non perishable food and pre-make any food that can be frozen / confirm menu.

1 DAY BEFORE YOUR PARTY

- ☐ Prepare non-perishable food & thaw any pre-made frozen food.
- ☐ If you have access, clean and decorate your space.
- ☐ Get your camera out and make sure the battery is charged.