

## Party Planning Checklist

Review this checklist before you start planning your event. Cross items off the list as you complete them.

### 12-26 Weeks Before Party

- Develop the timeline and budget
- Choose theme
- Write invitation list
- Determine, recruit, and secure sponsors
- Plan party activities
- Interview and hire caterer
- Set up a record keeping process in a binder
- Book entertainment
- Set the location of the event
- Order party decorations and graphics
- Secure necessary city/county permits
- Determine security needs
- Price and order extra tables/chairs to rent

### 10-15 Weeks

- Send invitations
- Plan the menu and provide preliminary head count
- Decide on the playlist
- Determine a central space for medical and mobility needs
- Determine transportation access
- Determine audiovisual needs
- Contact media, if necessary

### 6-8 Weeks Before

- Hire additional help
- Take inventory of cookware and dishes
- Secure linens
- Make a floor plan and seating arrangement
- Determine lighting
- Provide final head count to caterer

### 2-4 Weeks Before

- Verify final details with the venue
- Conduct a site walk-through
- Confirm permits have been obtained