PARTY Checklist

An easy-to-use guide to a successful soiree.

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ONE MONTH BEFORE PARTY Note: Allow six weeks or more for a very large function or if outside services are required. If you use an event planner/coordinator, use this schedule to check on his or her progress.	ing or suggest/assign menu items. Make a timeline for preparing items that can be made ahead of time and frozen or stored in the refrigerator. Inventory linens, table-	Go over lists of food, beverages, decorations, etc. and double-check your final shopping list
Decide on the particulars:		TWO DAYS BEFORE PARTY
☐ Date		
Type of party	ware, glassware, chairs	the refrigerator to defrost
Theme	and tables, serving	☐ Iron table linens if needed
Venue	platters and utensils, etc. and make arrangments to	Do any last-minute
☐ If not at home,	borrow or rent what you	cleaning required
reserve venue	don't have.	Wash serving pieces,
Guest list	Buy wine, beer and liquor	de-spot glasses and polish silver
■ Budget	Shop for nonperish- able items	
☐ Hire party planner if you		ONE DAY BEFORE PARTY
are going to use one	☐ Buy decorations	☐ Final shopping
Hire any needed out- side services	Set a dining table or buffet serving line to determine	Prepare final menu items
Caterer	whether you have enough room for all the food	Set table and put up deco- rations if possible
Bartender	and guests. Borrow or rent any last-minute items	
Food servers	Make sure you have some	DAY OF THE PARTY
Entertainment	extra flatware and serv-	Finish setting up the
House-cleaning service	ing pieces	serving area, bar, tables and chairs, special activi-
Gardener	ONE WEEK BEFORE PARTY	ties, etc.
Transportation/valet parking	Firm up guest list with	Set out flowers and other decorations
	reminders to guests who haven't RSVP'd	Make sure bathrooms
THREE WEEKS BEFORE PARTY	☐ Confirm any rental	are clean and stocked with hand towels and
Choose menu	reservations	toilet paper
If preparing food yourself, organize recipes and com-		Finish preparing food
pile a list of ingredients	FOUR DAYS BEFORE PARTY	About four hours before
to purchase. If it's a potluck, find out what people are bring-	Prepare any food that will remain fresh for four days	the party, start chilling sparkling and white wines. 43