



Party Checklist

Date/Time: _____ Location: _____ # Guests: _____

Stationery

- Invitations
- Save the Date Magnets
- Thank You Notes
- Place Cards
- Name Tags

Equipment & Supplies

- Plates (dessert, lunch, dinner)
- Napkins (beverage, lunch, dinner)
- Cups (beverage, punch, hot)
- Cutlery (forks, spoons, knives)
- Table & Chairs
- Serving Accessories
(bowls, trays, utensils, doilies)
- Tablecover
- Tableskirting
- Candy/Nut Cups
- Other _____

Decorations

- Centerpieces
- Room Decor (cutouts, streamers, banners)
- Balloons
- Flowers
- Candles
- Other _____

Entertainment

- DJ
- Recorded Music
- Performers
- Live Music

Service

- Waiter/Waitress Service
- Bartender

Food

- Appetizers – Hot / Cold
- Pasta
- Secondi – Hot / Cold
- Dessert & Coffee
- Punch
- Wine / Champagne / Cocktails

Gifts & Favors

- Party Favors
- Personalized Chocolates
- Personalized Gifts
- Gift Baskets
- Goodie Bags
- Personalized Matchboxes
- Frames / Figurines
- Other _____

Notes: _____

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