

Party Planning Checklist

OCCASION:

1 to 2 months before

- SELECT PARTY THEME & COLORS
- CHOOSE LOCATION, DATE & TIME
- ORGANIZE GUEST LIST
- ORDER INVITATIONS AND MATCHING PRINTABLE DECOR
- START PINTEREST BOARD
- ORDER CAKE
- FIGURE OUT ANY ADDITIONAL PARTY DECORATIONS & PARTY FAVORS
- PLAN MENU
- START DIY PROJECTS
- SEND INVITATIONS
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THEME:

1 to 2 weeks before

- CONTINUE WORKING ON DIY PROJECTS
- MAKE GROCERY LIST
- IRON LINENS OR PURCHASE THEM
- CALL BAKERY, FLORIST, OR ANY VENDORS TO CONFIRM ORDERS
- PLAN GAMES & ACTIVITIES
- FINISH SHOPPING FOR EXTRA SUPPLIES
- ARRANGE FOR EXTRA HELP IF NEEDED
- CONFIRM GUEST LIST
- START SETTING ANY PARTY DECOR THAT NEEDS DONE IN ADVANCE
- CLEAN HOUSE
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DATE/TIME:

Day of party

- PICK UP FOOD/ICE
- FINISH LAST MINUTE COOKING
- DO ANY LAST MINUTE STRAIGHTENING
- FINISH LAST MINUTE TABLE SETTINGS
- ENJOY PARTY!
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Invitation Ideas & Guests

Food & Drinks

Party Decor Ideas

DIY Projects

Activities & Games

Notes
