



## Party Planner Checklist

### Pre-planning (as early as 3 mths prior)

- Pick theme
- Set a budget
- Create guest list
- Set date, time and place

### Active Planning (as early as 2 mths prior)

- Purchase/Make Invitations
- Plan Menu
- Pick Entertainment if needed
- Create a shopping list

### Active Planning (6 weeks prior)

- Mail/Email Invitations
- Order any supplies or decorations

### Finalizing (2-4 weeks prior)

- Make party favors
- Make decorations
- Purchase all party items
- Order cake if needed

### Finalizing (2 weeks prior)

- Finalize guest list & RSVP's

### Wrap Up (48-12 hrs prior)

- Make food shopping list
- Cook food if necessary
- Clean party space

### Notes:

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