

## Party Planner Checklist

Pre-planning (as early as 3 mths prior)	Notes:
☐ 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) -	
Cook food if necessary	
Clean party space	

http://www.frugalfanatic.com