Party Planning Checklist

Occasion _____ **Date and time** _____

Location _____ **Budget** $ _____

Theme _____ **Number of guests** _____

4 weeks before

- [ ] Set date, time and budget
- [ ] Choose a venue / location
- [ ] Make guest list
- [ ] Pick a theme
- [ ] Book any entertainment or rentals

3 weeks before

- [ ] Send invitations
- [ ] Plan the menu
- [ ] Order cake or special items
- [ ] Plan activities or games

1–2 weeks before

- [ ] Track RSVPs
- [ ] Buy decorations and supplies
- [ ] Make a playlist
- [ ] Plan seating or layout
- [ ] Ask for help with setup

2–3 days before

- [ ] Confirm final headcount
- [ ] Grocery shop
- [ ] Clean the house
- [ ] Prepare make-ahead food
- [ ] Charge speakers and cameras

Day of the party

- [ ] Pick up cake and ice
- [ ] Set up decorations
- [ ] Set out food and drinks
- [ ] Set up a trash and recycling station
- [ ] Relax and enjoy!

After the party

- [ ] Clean up
- [ ] Return rentals
- [ ] Send thank-you notes
- [ ] Share photos

Menu

Dish / drink	Who's making / buying	Done
		☐
		☐
		☐
		☐
		☐
		☐