


party planning checklist

: date, time, place : 

date: _____
time: _____
place: _____

: theme : 

: budget : 

\$ _____

: activities : 

: menu : 

: the checklist : 

- Determine date & time
- Create a guest list
- Determine location
- Determine RSVP date
- Determine theme
- Determine a budget
- Send invitations (mail or online)
- Rally a team if needed (delegate!)
- Determine table settings (linens, décor, paperware or dishware)
- Determine décor/centerpieces (purchase, diy, or both!)
- Plan activities/entertainment
- Plan menu
- Make shopping list
- Make purchases (party favors, food, décor, supplies, gifts, tableware, etc.)
- Confirm number of guests
- Plan for parking
- Plan for coats/bags
- Plan for gifts location (if needed)
- Plan for food layout
- Determine schedule
- Clean house
- Plan for a photographer (even if it's you and your smart phone!)
- Set out decorations/centerpieces
- Set tables and/or food table
- Make name place cards (if needed)
- Prepare food
- Prepare drinks
- Put your party clothes on and party!



party
Planning
checklist