



# PARTY PLANNER

## checklist

### ONE MONTH

- Decide on a Theme
- Create Guest List
- Determine Budget
- Create Invitations
- Mail Invitations

### THREE WEEKS

- Choose Games or Activities
- Plan Party Favors
- Determine the Menu
- Purchase Necessary Decorations
- Buy Table Wares
- Create Food Shopping List

### ONE WEEK

- Decide On Alcoholic Beverages
- Send Reminders to Guests
- If Potluck, Confirm With Guests  
What They Are Bringing
- Shop Non-Perishable Goods
- Buy Game Prizes
- Purchase Party Favors

### TWO DAYS

- Buy all Groceries
- Purchase Last Minute Items
- Start Prepping Some Food
- Clean Rooms
- Confirm Venue (If Celebrating  
Outside)
- Gather All Serving Utensils

### ONE DAY

- Prepare All Final Food Menu Items
- Setup Tables and Chairs
- Do As Much Decorating As  
Possible
- Make Sure All Utensils are Clean
- Check Party Attire
- Chill Drinks

### PARTY DAY

- Check Final Menu Items
- Take Out Drinks
- Finish Last Minute Decorations
- Finish Setting Up Last Minute Items
- Freshen Up Bathrooms
- Welcome Guests
- HAVE FUN!