

Party checklist

3 MONTHS BEFORE

- Book the venue
- Set a date and time
- Determine guest list
- Decide on a theme
- Book entertainment + vendors
- Order the cake
- Start looking for sales/discounts

1 MONTH BEFORE

- Buy + send invitations
- Plan menu + create shopping list
- Buy decorations + party supplies

1-2 WEEKS BEFORE

- Create a shopping list
- Follow up on RSVPs
- Make an event timeline
- Put favors together

NIGHT BEFORE

- Confirm vendors
- Do last-minute shopping
- Clean (if party is at home)
- Food prep

DAY OF THE PARTY

- Delegate tasks to helpers
- Buy ice
- Set up decorations
- Set up food/drinks
- Set up guest tables
- Pick up the cake
- Pick up the balloons

NOTES :