

# Party Planning Checklist



## Preplanning

- Set budget
- Decide on location
- Pick a date
- Choose time duration
- Determine theme
- Decide on entertainment
- Decide on activities
- Plan out menu
- Determine favors
- Create guest list

## Scheduling

- Send invitations
- Track RSVPs
- Order food & desserts
- Rent necessary supplies (tent, chairs, tables, linens, furniture, etc.)
- Book entertainment (DJ/band, photo booth, speciality performers, etc.)
- Book other party vendors (if needed)

## Shopping

- Food
- Drinks
- Ice
- Decorations
- Party favors
- Tableware (linens, plates, cups, serving trays, cutlery, napkins)
- Misc. items

## Preparations

- Confirm with vendors
- Clean
- Set up decorations
- Prepare food and set out on display
- Chill beverages
- Light candles
- Turn party music on
- Afterward -
- Clean up
- Send thank you notes for any gifts received
- Leave reviews for vendors