

PARTY PLANNING CHECKLIST

Before the Party

One month before:

- Decide on the theme
- Determine the budget
- Decide on the type of party, party date and time
- Determine your guest list, activities, foods and refreshments
- Book caterers if you are using a catering service for foods
- Book venue if you are having your party out
- Hire extras for party (clown, special characters, face painters etc.)
- Book party equipment (popcorn machine, cotton candy machine etc.)
- Make/buy invitations

Two weeks before:

- Send out the invitations
- Plan the decor, activities, prizes, favors and refreshments
- Plan your sound system/music set up
- Order cake (If your cake supplier is very popular, do this earlier)

One week before:

- Purchase the game supplies, favors, prizes, decorations, party bags and snacks
- Get grocery supplies for foods/check in on caterers

One day before:

- Organize the party area and start putting up decorations and organizing for games
- Wrap prizes and party favors
- Start prepping for cooking
- Make special foods that can stay overnight

On the Day of the Party

Before Guests Arrive

- Pick up cake (or pick it up the day before if it's ready then)
- Ensure that everything that was done the previous day is still in order
- Clear a space for coats

When Guests Arrive

- Greet guests and accept presents politely
- Serve refreshments
- Begin scheduled activities
- Give out party favors at the end

After Guests Leave

- Clean up