

PARTY PLANNING

checklist

When

Where

Theme

of
guests

3-4 weeks ahead of time:

- Hire cleaners, bartenders, entertainment, etc.
 - Order cake, cookies, food, etc.
 - Create and send out invitations
- Determine décor/centerpieces and order or begin DIY
 - Create Menu

One Week Before

- Deep clean the house
- Make grocery list
- Inventory serving ware
- Inventory décor and Amazon Prime what you're missing
- Grocery shop for pantry items
- Create a playlist

One Day Before

- Grocery shop for fresh food & ice
- Cook as much as possible
- Set out serving ware & set food table
- Decorate
- Tidy up around the house
- Freshen up the bathroom and restock supplies

On the Day of:

- Finish cooking
- Set out food and drinks
- Turn on lamps/ ambient lighting
- Lower the AC
- Crank up the music
- Light candles
- Put on a cute outfit
- Pour a drink...or two