

# PARTY PLANNING

## Checklist

DATE: \_\_\_\_\_

THEME: \_\_\_\_\_

FOOD: \_\_\_\_\_

DECORATIONS: \_\_\_\_\_

- THEME
- GUEST LIST
- INVITATIONS
- DECIDE FOOD MENU
- PURCHASE DECORATIONS
- 3 WEEKS BEFORE  PICK AND RESERVE A VENUE

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- GROCERY LIST
- SEND INVITATIONS
- BEGIN DIY DECORATIONS
- 2 WEEKS BEFORE  FLORIST, BAKERY, OTHER VENDORS?

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- PURCHASE NON-PERISHABLE FOOD
- GET LAST MINUTE DECORATIONS
- 1 WEEK BEFORE  DEEP CLEAN HOME IF THIS IS EVENT VENUE

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- START DECORATING
- 3 DAYS BEFORE  FINISH GROCERY SHOPPING – INGREDIENTS

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- FINISH DECORATING
- PURCHASE FLOWERS
- PURCHASE LAST MINUTE FOOD
- PREP ADVANCED COOKING ITEMS
- DAY BEFORE  LAST MINUTE CLEANING AND TIDYING

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- TODAY IS THE DAY!  FINISH ANY COOKING IF APPLICABLE
- SET OUT FOOD, DRINK, FLORAL