**Party planning checklist**

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| **🞏** | **Party name** |  | | |
| **🞏** | **Date of the party** |  | | |
| **🞏** | **Time** |  | | |
| **🞏** | **Party location(s)** |  | | |
| **🞏** | **Contact person** |  | | |
| **🞏** | **Number of guests** |  | | |
| **🞏** | **Party description** |  | | |
| **🞏** | **Possible risks** |  | | |
|  | ***Tasks*** | ***Person***  ***responsible*** | ***Completion date and time*** | ***Notes*** |
| **1 month before party** | | | | |
| **🞏** | Create a guest list |  |  |  |
| **🞏** | Create a budget for the party |  |  |  |
| **🞏** | Choose a party theme and style |  |  |  |
| **🞏** | Purchase/order/make invitations |  |  |  |
| **🞏** | Decide on the venue |  |  |  |
| **🞏** | Book venue |  |  |  |
| **🞏** | Decide on the entertainment |  |  |  |
| **🞏** | Decide on the entertainment for the kids, if needed |  |  |  |
| **🞏** | Book entertainment |  |  |  |
| **🞏** | Choose party games |  |  |  |
| **🞏** | Make party supply list |  |  |  |
| **🞏** | Decide the design of the cake |  |  |  |
| **🞏** | Decide the design of the dessert bar |  |  |  |
| **🞏** | Order the cake |  |  |  |
| **🞏** | Order desserts |  |  |  |
| **🞏** | Plan menu |  |  |  |
| **🞏** | Check your guests’ allergy & dietary restrictions |  |  |  |
| **🞏** | Book a catering company, order food |  |  |  |
| **🞏** | Decide on the dress code |  |  |  |
| **3 weeks before party** | | | | |
| **🞏** | Send invitations |  |  |  |
| **🞏** | Make grocery list |  |  |  |
| **🞏** | Create/purchase/order gifts |  |  |  |
| **🞏** | Create/purchase/order favours |  |  |  |
| **🞏** | Create/purchase/order décor elements |  |  |  |
| **🞏** | Decide on floral arrangements for the party |  |  |  |
| **🞏** | Purchase outfit |  |  |  |
| **🞏** | Rent chairs, tables, linens, décor elements, food service items (if needed) |  |  |  |
| **🞏** | Finalize all details if you are booking entertainment or hiring party equipment |  |  |  |
| **1-2 weeks before party** | | | | |
| **🞏** | Confirm the venue |  |  |  |
| **🞏** | Confirm entertainment |  |  |  |
| **🞏** | Create a music play list |  |  |  |
| **🞏** | Review RSVP list |  |  |  |
| **🞏** | Stock the bar |  |  |  |
| **🞏** | Hire help or line up friends to assist |  |  |  |
| **2 days before party** | | | | |
| **🞏** | Pick up rented items |  |  |  |
| **🞏** | Iron table linens, prepare table cloths, napkins, dinnerware |  |  |  |
| **1 day before party** | | | | |
| **🞏** | Organize, set-up games |  |  |  |
| **🞏** | Pick up flowers |  |  |  |
| **🞏** | Wash and prepare tableware (cake stands, platters, cups, glasses) |  |  |  |
| **🞏** | Prepare napkins, straws |  |  |  |
| **🞏** | Check decorations: banners, signage, streamers, garlands, balloons, candles and matches, centerpieces, candles for the cake, etc. |  |  |  |
| **🞏** | Prepare any make-ahead food, if needed |  |  |  |
| **🞏** | Charge camera battery |  |  |  |
| **🞏** | Charge phone |  |  |  |
| **🞏** | Set up trashcans and bags |  |  |  |
| **🞏** | Designate spot for gifts & cards |  |  |  |
| **🞏** | Decorate the venue |  |  |  |
| **🞏** | Prepare paper goods: invitations, welcome signs, food tents, party hats, bags and tags for favours and gifts, etc. |  |  |  |
| **Party day** | | | | |
| **🞏** | Turn music on |  |  |  |
| **🞏** | Air up balloons, if needed |  |  |  |
| **🞏** | Buy ice |  |  |  |
| **🞏** | Chill beverages 3-4 hours before |  |  |  |
| **🞏** | Decorate last minute items |  |  |  |
| **🞏** | Place food on platters or in bowls |  |  |  |
| **🞏** | Prepare last minute food |  |  |  |
| **🞏** | Check bathrooms for extra toilet paper and hand towels |  |  |  |
| **🞏** | Take lots of pictures |  |  |  |
| **After the party** | | | | |
| **🞏** | Make all the final payments to vendors |  |  |  |
| **🞏** | Return all rentals |  |  |  |
| **🞏** | Send thank you cards |  |  |  |
| **🞏** | Post and share pictures on social networks |  |  |  |
| **🞏** | Make post-party evaluation |  |  |  |
|  |  |  |  |  |