**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  |  |  |  |
|  |  |  |  |  |