



YOUR PARTY PLANNING CHECKLIST

FOUR WEEKS



- Create a budget
- Set the date, time and location
- Decide on a theme
- Send SignUpGenius invitations

THREE WEEKS

- Order decorations and party favors
- Take stock of plates, platters, tables and chairs
- Plan the menu
- Create a master shopping list
- Order food/desserts that require a caterer or bakery

TWO WEEKS

- Purchase nonperishable items
- Plan any games/activities
- Make/buy props for a photo wall
- Determine party layout

ONE WEEK

- Follow up with guests who haven't RSVP'd
- Create the party playlist
- Prepare any menu items that can be frozen

TWO DAYS

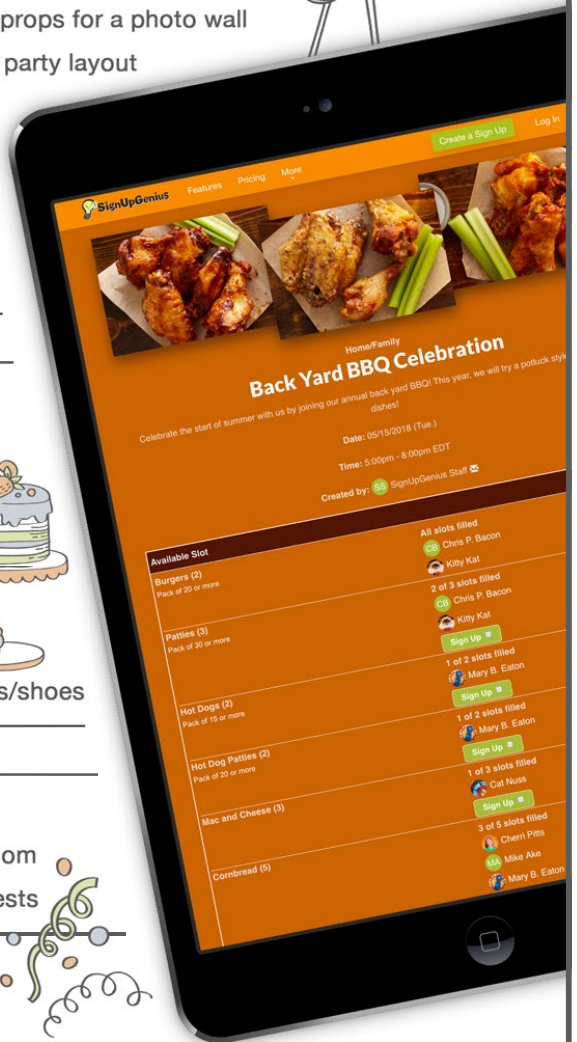
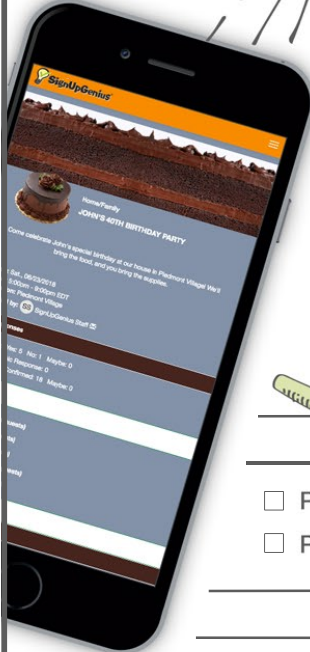
- Buy fresh groceries
- Gather serving pieces, flatware, plates and glassware
- Organize parking plans
- Clean common areas of your home

ONE DAY

- Confirm any food/service orders
- Prep fruits/vegetables
- Prepare any sauces and desserts
- Set the table
- Set up decorations
- Designate an area for jackets/shoes

DAY OF

- Finish meal prep an hour before party begins
- Set up food/drink stations
- Vacuum once more
- Touch up the guest bathroom
- Get dressed and greet guests



Send online party invites and coordinate potluck dishes with SignUpGenius.