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