

PARTY PLANNING CHECKLIST

Countdown to your celebration
with this comprehensive to-do list.

4 – 8 months before

- ☐ Set the date
- ☐ Start your guest list
- ☐ Figure out your budget
- ☐ Research and hire an event planner
- ☐ Choose a theme/concept and colour scheme
- ☐ Research and book a venue
- ☐ Research and hire a photographer
- ☐ Research and hire a videographer

3 – 4 months before

- ☐ Research food and beverage ideas
- ☐ Hire a caterer (if required)
- ☐ Research DJs, musicians and entertainment
- ☐ Start collecting guest list information
- ☐ Send save the dates
- ☐ Research and order invitations
- ☐ Research party rentals
- ☐ Start planning party decorations and supplies

2 – 3 months before

- ☐ Contract suppliers
- ☐ Hire a DJ
- ☐ Hire musician(s)
- ☐ Book entertainment
- ☐ Research decor ideas and decorations
- ☐ Research rentals (place settings, linens, barware)
- ☐ Address and send your invitations

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- ☐ Buy a gift
- ☐ Buy decorations
- ☐ Order party favors
- ☐ Book decor rentals
- ☐ Book your hairstylist and makeup artist
- ☐ Reserve hotel blocks for out-of-town guests

1 month before

- ☐ Finalize food menu
- ☐ Book a bartending or alcohol service
- ☐ Confirm meal selections
- ☐ Book a bartending or alcohol service
- ☐ Order cake/dessert
- ☐ Buy attire
- ☐ Write speeches
- ☐ Book transportation
- ☐ Plan parking
- ☐ Plan itinerary and music selections
- ☐ Finalize guest list
- ☐ Finalize the event layout and decorations
- ☐ Ask for help with set-up
- ☐ Notify neighbors (if required)

1 week before

- ☐ Finalize itinerary
- ☐ Confirm details with all your vendors
- ☐ Finalize transportation
- ☐ Buy last-minute essentials
- ☐ Clean your home (if required)

1 day before – event day

- ☐ Decorate and setup
- ☐ Check-in with venue and suppliers
- ☐ Set up a coat check
- ☐ Finish cleaning and cooking (if required)
- ☐ Display food and beverage
- ☐ Smile. You're finished!

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scheduling and list making techniques that can make any party a success Event Planner Because Badass Miracle Worker Isn't an Official Job Title Audrina Rose,2019-12-29 If you are someone who plans parties and events for fun or for a living then this party planner is just what you need Grab this simple and awesome 6 x 9 party journal and begin to plan the party of the year Write down your checklist guests theme and even food and beverage lists with this planner **How to Plan the Perfect Party** Pat L. Steele,2016-02-06 How to Create Your Own Successful Party in 5 Easy Steps A rare long lost guide reveals the simple secrets to planning parties your friends will envy you over This little guide provides the recipe for helping you keep organized and carry off many kinds of parties like a professional party planner Inside of How to Plan the Perfect Party you ll be given the SECRETS to planning parties of all kinds from Juvenile Birthday parties retirement gatherings Mortgage burning celebrations and even golf outings The details are all inside and best of all once you learn how to throw a small sware you ll easily become a pro on how to plan for any party or gathering Perfect Party Planning Checklist to guide you from start to finish Discover how to know exactly how much food to prepare See simple ways the experts don t want you to know about that will keep the party hopping Get the 6 warning signs your home isn t the right venue for a successful party What to do when you have a beer budget and champagne taste use these pennies on the dollar secrets to throw a party your friends will envy you over Revealed your 7 best options for a themed partyand much more If you want to go from not knowing what to do to knowing how to plan a great party get this tell all manual now **Perfect Parties** Linnea Johansson,2011-02-15 Ever wish you could host a glamorous bash like the ones covered in People magazine You can with tips and ideas from Linnea Johansson party planner extraordinaire She s thrown celebrations hosting some of the biggest names in the Big Apple including Jennifer Lopez Donald Trump Reese Witherspoon Sean Combs and Martha Stewart And on these fully illustrated and festive pages is her best advice for planning a fabulous event She covers everything from invitations to decorating from hors d oeuvres to cocktails So look no further for ways to create a New Year s Eve extravaganza birthday blowout or even just a very special night out with friends Whatever questions you have Linnea has the answers **Kid's Party Planner: The Ultimate Guide to Throwing an Unforgettable Celebration** Pasquale De Marco,2025-08-10 Kid s Party Planner The Ultimate Guide to Throwing an Unforgettable Celebration is the ultimate guide to planning and throwing an unforgettable kid s party This comprehensive book covers everything you need to know from choosing a theme and setting a budget to creating a guest list and sending out invitations You ll also find tips on food drinks decorations games and activities Whether you re planning a small party for a few close friends or a large party for the whole neighborhood this book has everything you need to make your party a success In Kid s Party Planner The Ultimate Guide to Throwing an Unforgettable Celebration you ll find Tips on planning the perfect party for any age group Creative ideas for food drinks decorations games and activities Advice on how to budget for your party Tips on how to keep your party safe and fun for everyone With Kid s Party Planner The Ultimate Guide to Throwing an Unforgettable Celebration you ll be able to throw a kid

s party that your child and their friends will love So what are you waiting for Start planning your next party today Planning a kid s party can be a lot of work but it s also a lot of fun With a little planning and preparation you can throw a party that your child and their friends will love So what are you waiting for Start planning your next party today If you like this book write a review **Party Planner and Checklist** Snow P.,2020-03-30 Staying Party Organized is a key to the smooth running of the party whether you have a small immediate family or a large extended family With kids there are always celebrations presents with teachers birthday parties games and plays cooking baking and other fun to keep up with each holiday not just a Christmas Halloween or Thanksgiving This party planner provides all you need to get the pressure and uncertainty out of holidays Even it s just your kids birthday party at home or a big event that needs to be planed all well Like an Event Organizer Checklist or Task List Tracker this Party Planner Book will help you stay in control and make your party as smooth as you ever imagine So let s get organized Content Party plan overview Sketch art idea party Monthly planner Things to do Invitation card poster mockup Menu planner Groceries list Recipe sheets Cooking schedule Theme decorations Activities entertainments Party timeline Shopping list Party guest list Party budget tracker Card to send a list Important contacts

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