



Party Checklist

1 month before

- ☐ Choose party theme
- ☐ Set a budget
- ☐ Determine date and time
- ☐ Choose and book venue if not at home
- ☐ Book entertainment (optional)
- ☐ Book photographer (optional)
- ☐ Make guest list
- ☐ Prepare invitations

3 weeks before

- ☐ Send invitations
- ☐ Plan games and activities
- ☐ Purchase or organize equipment for games
- ☐ Purchase prizes
- ☐ Plan party menu and create grocery list
- ☐ Plan party decor and create shopping list

2 weeks before

- ☐ Order cake or choose cake to make
- ☐ Buy party favors

1 week before

- ☐ Buy balloons
- ☐ Buy plates, cups, cutlery, napkins, straws, candles and table cloth
- ☐ Buy party decorations (banner, streamers, etc.)
- ☐ Buy or choose outfit for birthday child
- ☐ Call guests who didn't RSVP
- ☐ Purchase non-perishable food and candy
- ☐ Assemble party favors
- ☐ Prepare the playlist of party music

3 days before

- ☐ Purchase food
- ☐ Call entertainer and venue to confirm

2 days before

- ☐ Bake cake if making yourself

1 day before

- ☐ Charge camera's battery
- ☐ Empty camera's memory card
- ☐ Decorate cake or collect pre-ordered cake
- ☐ Prepare all decorations and everything that needs to be transported
- ☐ Prepare any food that can be prepared the day before

Day of the party

- ☐ Pick up the cake if ordered
- ☐ Prepare food
- ☐ Set up food table
- ☐ Set up table with goody bags
- ☐ Complete all decorations
- ☐ Get family dressed and ready for the party



Party Planner Guide Checklist

Yicheng Fang



Party Planner Guide Checklist:

Unveiling the Magic of Words: A Overview of "**Party Planner Guide Checklist**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Party Planner Guide Checklist**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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