

PARTY PLANNING CHECKLIST

Date, Time, Place

Date: _____

Time: _____

Place: _____

Theme

Budget

\$ _____

Menu

Shopping List

Checklist

- ☐ DETERMINE DATE/TIME/PLACE
- ☐ IF NEEDED ASK FOR HELPERS
- ☐ CREATE A GUEST LIST
- ☐ PICK A RSVP DATE
- ☐ CHOSE A THEME
- ☐ DETERMINE YOUR BUDGET
- ☐ SEND INVITATIONS
- ☐ DETERMINE DECOR
- ☐ PICK CENTERPIECES
- ☐ CHOSE TABLE SETTINGS
- ☐ PLAN YOUR MENU
- ☐ PLAN ACTIVITIES/ENTERTAINMENT
- ☐ MAKE A SHOPPING LIST
- ☐ CONFIRM YOUR GUEST LIST
- ☐ BOOK PHOTOGRAPHER (IF NEEDED)
- ☐ GO SHOPPING
- ☐ DETERMINE YOUR SCHEDULE
- ☐ PLAN FOR PARKING
- ☐ CHOSE A SPACE FOR COATS/BAGS
- ☐ PICK A GIFT SPOT (IF NEEDED)
- ☐ PLAN YOUR FOOD DISPLAY
- ☐ MAKE PLACE CARDS OR SIGNAGE
- ☐ CLEAN THE PARTY LOCATION
- ☐ MAKE OR PURCHASE FOOD
- ☐ SET OUT DECORATIONS
- ☐ SET TABLE
- ☐ PREPARE DRINKS
- ☐ DO ANY LAST MINUTE TOUCHES
- ☐ GET READY FOR THE PARTY
- ☐ ENJOY!

Party Planning Checklist



Party Planning Guide Checklist

**Robin E. Craven, Lynn Johnson
Golabowski**



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