PARTY PLANNING CHECKLIST

DETAILS

GUESTS	MENU	DECOR	ACTIVITIES

TWO MONTHS BEFORE

- ◯ *Choose the theme.*
- ◯ *Set your party date & time.*
- ◯ *Decide on a budget.*
- ◯ *Book a space (if not at a home.)*
- ◯ *Hire any entertainment & photographer.*
- ◯ *Buy or order invitations.*

ONE MONTH BEFORE

- ◯ *Send out invitations.*
- ◯ *Finalize menu and order food/drinks/cake.*
- ◯ *Rent any tables, chairs or other equipment.*
- ◯ *Decide on any games and order supplies.*

ONE WEEK BEFORE

- ◯ *Confirm with all vendors.*
- ◯ *Contact all non-RSVP guests.*
- ◯ *Stock all goodie bags.*

ONE DAY BEFORE

- ◯ *Prepare food & drinks.*
- ◯ *Gather and hang decorations.*
- ◯ *Set up games and activities.*

DAY OF

- ◯ *Celebrate & Enjoy!*

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