

8 weeks before

- ☒

[Confirm services with any entertainers.](#)

[\(2020-02-29\) 1 week from now](#)

7 weeks before

- ☒

[Reserve any rentals you may need \(extra chairs, tables, etc.\).](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Lock in party date and finalize guest list.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Send invitations.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Begin gathering inspiration and researching food, activities, and décor.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Book performers \(if applicable\).](#)

[\(2020-02-19\) 2 days ago](#)

4 weeks before

- ☐

[Begin compiling music playlist if applicable.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Plan menu and shopping list.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Order cake/cupcakes.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Review tableware and assess needs.](#)

[\(2020-02-19\) 2 days ago](#)

3 weeks before

- ☐

[Purchase/order decorations, party supplies, favors, and gift bags.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Buy non-perishable menu items.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Select, borrow, or buy serveware \(cake stands, baskets, etc.\).](#)

[\(2020-02-19\) 2 days ago](#)

2 weeks before

- ☐

[Begin compiling food-shopping list.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Choose party outfits.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Create schedule for activities/entertainment.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Create, buy, or borrow any additional risers and props for food table.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Personalize and print out Printables for favors, food labels, signage.](#)

[\(2020-02-19\) 2 days ago](#)

1 week before

- ☐

[Clean party serveware.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Create timeline for food assembly.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Plan tablescapes for dining and food display.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Finalize RSVPs.](#)

[\(2020-02-19\) 2 days ago](#)

2 days before

- ☐

[Purchase any last-minute party supplies and equipment.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Organize and stage activity set-up\(s\).](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Confirm services with any entertainers.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Charge camera.](#)

[\(2020-02-19\) 2 days ago](#)

1 day before

- ☐

[Buy last-minute perishable items, including ice.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Set tables and arrange displays.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Set up any large supplies and non-perishable decorations.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Chill drinks.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Pick up flowers and arrange if applicable.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Print out gift tracker.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[1 week before](#)

[\(2020-02-19\) 2 days ago](#)

the Big day !!

- ☐

[Inflate and arrange balloons early in the morning.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Set up flower arrangements and other last-minute decorations.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Finesse final set-up.](#)

[\(2020-02-19\) 2 days ago](#)

- ☐

[Turn on the music and party lights.](#)

[\(2020-02-19\) 2 days ago](#)

