



# Party Planning Checklist

## 3 weeks prior

- ☐ Choose a party theme
- ☐ Develop the invitation list
- ☐ Send invitations
- ☐ Plan the menu
- ☐ Schedule help

## 2 weeks prior

- ☐ Wash dinnerware to be used
- ☐ Create the music list
- ☐ Buy non-perishable items

## 1 week prior

- ☐ Clean the house in detail
- ☐ Set up the party area as much as possible
- ☐ Gather needed cookware and serving dishes
- ☐ Stock the bar

## 3 days prior

- ☐ Notify neighbors of potential noise, traffic, etc.
- ☐ Decorate the party area
- ☐ Remove items from medicine cabinet that guests shouldn't see
- ☐ Set up cleaning stations
- ☐ Finish shopping

## 1 day prior

- ☐ Buy and arrange flowers and decorations
- ☐ Cook and prep as much food as possible
- ☐ Place serving pieces on table
- ☐ Set up bar area and barware
- ☐ Touch up house cleaning

## Day of

- ☐ Finish last-minute cooking
- ☐ Buy extra ice
- ☐ Set out covered food
- ☐ As guests arrive, remove food covers and serve drinks

