



# Party Planning Checklist

Here's your what-to-do-when reminder to make party planning easier and stress-free.

## 6 Weeks Before

1. Decide who you will invite
2. Set your party budget
3. Decide on the kind of party based on your budget
4. Decide on the party theme
5. Arrange the venue & entertainment
6. Purchase party favors, prizes for games & decorations

## 4 Weeks Before

7. Send invitations
8. Plan the party schedule
9. Plan the party food
10. Make a party supplies list
11. Line up your assistants
12. Order the birthday cake, balloons and floral arrangements

## 2 Weeks Before

13. Follow up RSVPs
14. Purchase alcoholic beverages if required

## 1 Week Before

15. Get printables ready
16. Attend to the yard work for an outdoor party
17. Make ahead food that can be frozen
18. Confirm food to be made by other guests
19. Confirm your assistants

## 2 Days Before

20. Go grocery shopping
21. Prepare party favor bags
22. Start practising thank-you with birthday child
23. Mow the lawn for an outdoor party
24. Get your first aid kit prepared

## Day Before

25. Remind assistants
26. Make or pick up the birthday cake
27. Prepare as much food for menu as possible
28. Refrigerate beverages & chill wine or beer
29. Buy ice
30. Clean and tidy rooms that will be used if an at-home party
31. Prepare a coat room and the bathroom if an at-home party
32. Prepare name tags for guests if using
33. Prepare station for food, beverages or craft/play stations for a kid's party

## Day of Party

34. Pick up balloons and flowers if not delivered
35. Organize the party area and decorate
36. Prepare the party food & ready for service
37. Set up the bar
38. Get pen & paper ready to record guest/gift list

## 2 – 3 Days After

39. Send thank you gifts to assistants
40. Send thank you notes/e-cards to guests