

Party Planning Checklist

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

6 Weeks Before

- Decide who you will invite
- Decide on the kind of party based on your budget
- Decide on the party theme
- Set your party budget
- Arrange the venue & entertainment
- Purchase party favors, prizes for games & decorations

4 Weeks Before

- Send invitations
- Plan the party schedule
- Plan the party food
- Make a party supplies list
- Line up your assistants
- Order the birthday cake, balloons and floral arrangements

2 Weeks Before

- Follow up RSVPs
- Purchase alcoholic beverages if required

1 Week Before

- Get printables ready
- Attend to the yard work for an outdoor party
- Make ahead food that can be frozen
- Confirm food to be made by other guests
- Confirm your assistants

2 Days Before

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

Day Before

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

Day of Party

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

2 – 3 Days After

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

For more details and ideas on each point, visit [PlaytimeAndParty.com](https://www.playtimeandparty.com)

(<https://www.playtimeandparty.com/party-planning-guide-how-to-plan-a-party/>)