



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