

PARTY PLANNING CHECKLIST

1 MONTH BEFORE

- Decide on a theme
- Set your budget
- Choose a location
- Decide on a date + time
- Create a guest list
- Book any vendors

3 WEEKS BEFORE

- Send out the invitations
- Research ideas, games, and decor
- Decide on menu
- Create a shopping + to-do list

2 WEEKS BEFORE

- Order food
- Order cake or decide on cake to make
- Buy party favors
- Order anything online (any decor, etc.)

1 WEEK BEFORE

- Buy balloons
- Buy cutlery, plates, tablecloth, cups, napkins, candles
- Buy decor
- Create party playlist

3 DAYS BEFORE

- Buy food
- Call any vendors to confirm
- Put together favors

2 DAYS BEFORE

- Buy any last-minute snacks/food/decor/favors
- Bake cake if making it yourself
- Start decorating if party is at home

1 DAY BEFORE

- Decorate cake if making it yourself
- Prepare decorations if party is not at home/finish decorations if party is at home

DAY OF

- Set up food/snack table
- Set out favors
- Pick up cake
- Arrange games/activities
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ENJOY YOUR PARTY!