Party Planning Checklist

Inviting Treasures™
BEAUTIFUL CREATIONS

2-3 Months

- ❍ Set a date
- ❍ Create a guest list
- ❍ Establish a party budget
- ❍ Select a party theme
- ❍ Find and reserve a location

1 Month

- ❍ Order party invitations and respond cards
- ❍ Purchase decorations and party favors
- ❍ Plan activities
- ❍ Plan menu
  - Hire caterer
  - Order cake

2-3 Weeks

- ❍ Send party invitations and respond cards
- ❍ Purchase non-perishable food and drinks for party if no caterer
- ❍ Purchase paper plates and disposable cups
- ❍ Buy any gifts needed

1 Week

- ❍ Confirm reservations and give final head count to caterer
- ❍ Begin to clean and prepare your house
- ❍ Place order for food

Day Before

- ❍ Decorate your house or venue
- ❍ Prepare foods if no caterer
- ❍ Get camera and camcorder together and working
- ❍ Pick up cake if ordered
- ❍ Buy perishable drinks and food if no caterer

The Day

- ❍ Finish all food preparations if no caterer
- ❍ Mark the outside of the house or party location with balloons and signs
- ❍ Enjoy your party!

Personal Notes & Purchase List:

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