

Casual House Party Checklist

By Kimberly French

- A few weeks before**
 - Time** Choose a suitable date. Weekends are usually good, especially with adults who work full-time.
 - Guest list** Build your guest list. Decide if guests are allowed to bring friends.
 - Invitations** Send your invitations, and plan at least a month ahead for major holidays.
 - Budget** Write down a preliminary budget. Consider financial participation from guests.
 - Inventory** Take an inventory of your party supplies.
 - Rental** Reserve any rental supplies you may need on the day of the party.
 - Menu** Plan your menu and write your shopping list.
 - Ordering** If you are not cooking certain food items, order them now.
 - Potluck** If having a potluck party, assign the dishes along with the invitations.
 - Entertainment** Start building your music playlist, and plan some movies to keep kids busy in the evening.
- A week before:**
 - Guests** Confirm attendance with the people on your guest list.
 - Decoration** Plan your decoration and go to the store to buy any decorating supplies.
 - Children** If kids are coming, plan activities specifically for them.
 - Cleaning** If having the party at your house, start the heavy cleaning.
 - Food** Go buy the beverages and other non-perishable items.
 - Fridge** Make space in your fridge for the food you will cook during the week.
- A few days before:**
 - Cleaning** Clean up what is left; do the dusting and clean your counters. Put the clutter of your house away.
 - Food** Buy perishables and prepare the food that can be done in advance and kept in the fridge or freezer.
 - Photo/video** Make sure the batteries of the cameras are charged. You wouldn't want to miss a great moment because of a dead battery!
- Day of the party:**
 - Children** If children are coming, child-proof dangerous areas.
 - Food** Prepare the food that needs to be fresh, and buy produce for salads and desserts.
 - Decoration** Decorate your table and your house.
 - Seating** Take out the extra chairs for your guests.
 - Bar** Take out the beverages for the bar. Don't forget to get ice!

- Snacks** Take out the snack bowls and platters and set them on the table.
- Space** Set aside space for coats and boots if your party is in the winter.
- Relax, sit back and enjoy your party!** You've worked hard and you deserve a great time!