

# 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!