# Party Planning List 

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$\square 2$ months before the party
$\square$ Decide on type of party
$\square$ Decide on food and beverages
$\square$ Decide on party theme
$\square$ Estimate the amount of guests
$\square$ Set a date and time
$\square$ Decide on party venue
$\square$ Decide on the RSVP date
$\square$ Book location
$\square$ Make a shopping list
$\square$ Set your budget for the following
$\square$ Party decorations
$\square$ Food and beverages
$\square$ Caterer
$\square$ Invitations
$\square$ Accomodation
$\square$ DJ
$\square$ Photographer
$\square$ Tables \& chairs
$\square$ Other miscellaneous expenses
$\square 4$ to 6 weeks before the party
$\square$ Compile guest list
$\square$ Order invitations
$\square$ Buy or rent decorations
$\square$ Contract Caterer
$\square$ Contract a local florist
$\square$ Contract DJ
$\square$ Contract party entertainment
$\square$ Contract professional photographer
$\square$ Check permits (liquor, parking)
$\square$ Plan the menu
$\square$ Get help to organize the party
$\square$ Mail the party invitations
$\square 1$ to 2 weeks before the party

- Confirm staff
$\square$ Finalize space layout / seating arrangement
$\square$ Finalize party decorations
$\square 2$ to 3 days before the party
$\square$ Clean the location or look into cleaning companies
$\square$ Start decorating
$\square$ Gather supplies and equipment
$\square$ Shop for last minute supplies
$\square$ Touch base with Caterer
$\square$ Touch base with florist
$\square$ Touch base with DJ
$\square$ Touch base with party entertainment
$\square$ Touch base with photographer
$\square$ Make arrangement for cleaning up
$\square$ The day of the party
$\square$ Finalize the decorations
$\square$ Instruct staff
$\square$ Instruct caterer
$\square$ Instruct DJ
$\square$ Instruct photographer
$\square$ The day after the party
$\square$ Clean up
$\square$ Send thank you cards
$\square$ Pay final bills

