Casual House Party Checklist

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# Tasks:

☐ **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!**