Party Planning List

Created: 12/28/2011

# Tasks:

☐ **2 months before the party**

☐ **Decide on type of party**

☐ **Decide on food and beverages**

☐ **Decide on party theme**

☐ **Estimate the amount of guests**

☐ **Set a date and time**

☐ **Decide on party venue**

☐ **Decide on the RSVP date**

☐ **Book location**

☐ **Make a shopping list**

☐ **Set your budget for the following**

☐ **Party decorations**

☐ **Food and beverages**

☐ **Caterer**

☐ **Invitations**

☐ **Accomodation**

☐ **DJ**

☐ **Photographer**

☐ **Tables & chairs**

☐ **Other miscellaneous expenses**

☐ **4 to 6 weeks before the party**

☐ **Compile guest list**

☐ **Order invitations**

☐ **Buy or rent decorations**

☐ **Contract Caterer**

☐ **Contract a local florist**

☐ **Contract DJ**

☐ **Contract party entertainment**

☐ **Contract professional photographer**

☐ **Check permits (liquor, parking)**

☐ **Plan the menu**

☐ **Get help to organize the party**

☐ **Mail the party invitations**

☐ **1 to 2 weeks before the party**

☐ **Confirm staff**

☐ **Finalize space layout / seating arrangement**

☐ **Finalize party decorations**

☐ **2 to 3 days before the party**

☐ **Clean the location or look into cleaning companies**

☐ **Start decorating**

☐ **Gather supplies and equipment**

☐ **Shop for last minute supplies**

☐ **Touch base with Caterer**

☐ **Touch base with florist**

☐ **Touch base with DJ**

☐ **Touch base with party entertainment**

☐ **Touch base with photographer**

☐ **Make arrangement for cleaning up**

☐ **The day of the party**

☐ **Finalize the decorations**

☐ **Instruct staff**

☐ **Instruct caterer**

☐ **Instruct DJ**

☐ **Instruct photographer**

☐ **The day after the party**

☐ **Clean up**

☐ **Send thank you cards**

☐ **Pay final bills**