

Party Planning List

By Kimberly French

- 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