

# 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