



Party Planning Checklist

One month before

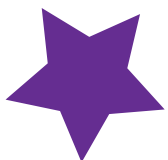
- ★ Set the date, time and place of the party.
- ★ Decide on a theme.
- ★ Determine your overall budget, then estimate the cost of each party element to be sure it's realistic.
- ★ Think about ways to make the party special, like surprising entertainment, beautiful decor or fabulous food.

3 weeks before

- ★ Mail or email invitations.
- ★ Order flowers from your local florist.
- ★ Rent extra chairs or linens from your local rental company.
- ★ Check to be sure you have necessary serving pieces, serving utensils and pitchers. Rent or buy to supplement as needed.
- ★ Source and order party favors.

2 weeks before

- ★ Create place cards.
- ★ Plan your menu and create a master shopping list.
- ★ Draft a timeline for preparing each dish.
- ★ Prepare any menu items that can be frozen.





One week before

- ★ Follow up with any guests who haven't yet R.S.V.P.'d.
- ★ Stock up on wine and liquor.
- ★ Create your iPod playlist.

2 days before

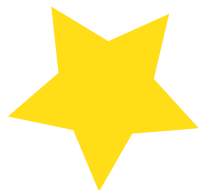
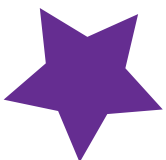
- ★ Buy groceries and additional bar items.
- ★ Write place cards and create seating arrangement.
- ★ Wash glassware, serving pieces and silverware.

Day before

- ★ Pick up and arrange flowers.
- ★ Prep and chop fruits and vegetables, wash salad greens, refrigerate.
- ★ Prepare any sauces and salad dressings that can be refrigerated.
- ★ Iron table linens and cloth napkins.
- ★ Let neighbors know if cars will be parked in front of their houses.

Morning of

- ★ Chill wine.
- ★ Set table.
- ★ Set up the bar, and slice lemons and other garnishes.
- ★ Marinate meat, if necessary.
- ★ Check the guest bathroom: empty trash, set out clean guest towels, place great-smelling soap and a flower next to the sink.





2 hours before

- ★ Set out all serving pieces that will be used on a buffet.
- ★ Set out favors.
- ★ Finish prepping all food that can be done before guests arrive.
- ★ Set aside a space for dirty dishes and glasses.
- ★ Have trash cans and extra garbage bags ready.

One hour before

- ★ Light candles, including a scented one in the bathroom.
- ★ Adjust overhead lighting. Use as much "soft light" from lamps as possible.
- ★ Turn on iPod playlist.
- ★ Set out nuts and party snacks.
- ★ Get dressed and party ready!

Have a great party!

