

Party Planning Checklist

OCCASION:

THEME:

DATE/TIME:

1 to 2 months before

- ☐ SELECT PARTY THEME & COLORS
- ☐ CHOOSE LOCATION, DATE & TIME
- ☐ ORGANIZE GUEST LIST
- ☐ ORDER INVITATIONS AND MATCHING PRINTABLE DECOR
- ☐ START PINTEREST BOARD
- ☐ ORDER CAKE
- ☐ FIGURE OUT ANY ADDITIONAL PARTY DECORATIONS & PARTY FAVORS
- ☐ PLAN MENU
- ☐ START DIY PROJECTS
- ☐ SEND INVITATIONS
- ☐
- ☐

1 to 2 weeks before

- ☐ CONTINUE WORKING ON DIY PROJECTS
- ☐ MAKE GROCERY LIST
- ☐ IRON LINENS OR PURCHASE THEM
- ☐ CALL BAKERY, FLORIST, OR ANY VENDORS TO CONFIRM ORDERS
- ☐ PLAN GAMES & ACTIVITIES
- ☐ FINISH SHOPPING FOR EXTRA SUPPLIES
- ☐ ARRANGE FOR EXTRA HELP IF NEEDED
- ☐ CONFIRM GUEST LIST
- ☐ START SETTING ANY PARTY DECOR THAT NEEDS DONE IN ADVANCE
- ☐ CLEAN HOUSE
- ☐
- ☐

Day of party

- ☐ PICK UP FOOD/ICE
- ☐ FINISH LAST MINUTE COOKING
- ☐ DO ANY LAST MINUTE STRAIGHTENING
- ☐ FINISH LAST MINUTE TABLE SETTINGS
- ☐ ENJOY PARTY!
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Invitation Ideas & Guests

Food & Drinks

Party Decor Ideas

DIY Projects

Activities & Games

Notes
