

PARTY PLANNING GUIDE

This guide will help you plan and organize the many important details for your special event. With a timeline that's easy to follow, you can stay on track and have lots of fun along the way!

We've listed all of the fine details so you won't miss a step. *Celebrate the Moment!*

PARTY DATE: ____/____/____



1 MONTH PRIOR: ____/____/____

- | | |
|--|---|
| <input type="checkbox"/> Determine the type of party - theme & formality | <input type="checkbox"/> Purchase invitations, favors & decorations |
| <input type="checkbox"/> Set the date | *remember to purchase extra envelopes for any unexpected mistakes |
| <input type="checkbox"/> Prepare your guest list | |



3 WEEKS PRIOR: ____/____/____

- | | |
|---|---|
| <input type="checkbox"/> Mail the invitations | <input type="checkbox"/> Do a test run of the table setting |
| <input type="checkbox"/> Decide on food options & test all new recipes | <input type="checkbox"/> Borrow, rent or buy needed items |
| <input type="checkbox"/> If catering, place orders & arrange deliveries | <input type="checkbox"/> Make a playlist of music |



1 WEEK PRIOR: ____/____/____

- | | |
|---|---|
| <input type="checkbox"/> Contact guests who have not RSVP'd *final head count | <input type="checkbox"/> Tuck away valuables or any items that may be in the way and could get broken |
| <input type="checkbox"/> Follow up with guests that will bring food or drinks | <input type="checkbox"/> Notify neighbors if you're expecting a loud party or if you'll need extensive parking spaces |
| <input type="checkbox"/> Clean the house thoroughly | |



1 DAY PRIOR: ____/____/____

- | | |
|---|--|
| <input type="checkbox"/> Specify a place for guests' coats | <input type="checkbox"/> Prepare favor or gift bags |
| <input type="checkbox"/> Give the house a quick once over | <input type="checkbox"/> Decorate the party space |
| <input type="checkbox"/> Assemble foods that can be made in advance | <input type="checkbox"/> Clean and polish serving pieces, dishes, stemware, and flatware |