Party Planning Checklist

The Deets

Date: _____ Time: _____ Location: _____

Theme

_____

Menu

Food

_____
_____
_____
_____
_____
_____
_____

Dessert

_____
_____
_____

Drinks

_____
_____
_____

Budget

$ _____

Checklist

Pick Date & Time
Create Guestlist
Pick Location
Decide on a theme
Fix a Budget
Get invites ready & send
Find a few helpers (if needed)
Design table & party decor
Make menu
Make shopping lists by store
Pick date for shopping
Plan necessary activities
Confirm guests
Clean house
Layout tables (food, gifts, activites)
Charge camera/phone
Decorate
Set tables
Prepare Drinks
Get Dressed
HAVE FUN!