



Party Checklist

6-8 Weeks prior to party day:

- Date, time & location selected
- Budget set
- Theme chosen
- Guest list completed
- Venue, if needed, booked
- Entertainer booked

3-4 Weeks prior to party day:

- Invitations sent
- Guest list contact info completed
- Special orders for supplies made

2-3 weeks prior to party day:

- Games & crafts organized
- Supplies for games & crafts purchased
- Food organized
- Decorations purchased
- Table ware purchased including cups, plates etc
- Goody bag items purchased
- Cake ordered

1 week prior to party day:

- Follow up on guests attending completed
- Agenda completed
- Batteries for camera etc are charged
- Venue & entertainment confirmed
- Music playlist completed

2-3 days prior to party day:

- Groceries purchased
- Crafts & game items have been pre-organized, cut copied etc
- Goody bags completed

Day prior to party:

- Pick up cake
- Party at home, prep house - clean, decorate etc
- Confirm food deliveries if needed
- Party at a venue - set bin up to transport items
- List anything to take that is in fridge/freezer & leave on bin
- Pick up any last minute items i.e. helium balloons

