

LA PROMOTIONS & TENTS PARTY CHECKLIST

6-8 Weeks Prior to Party Day

- Date, time & location selected
- Budget set
- Theme chosen
- Guest list completed
- Venue, if needed, booked
- Entertainment 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
- Tableware purchased (cups, plates, cutlery, etc)
- Goody bag items purchase
- Cake ordered



1 Week Prior to Party Day

- Follow up on guests attending
- 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 up a bin to transport your items
- Make a list of fridge/freezer items to take & leave on bin
- Pick up any last minute items (like helium balloons, etc)

