

# Party Planning Checklist

## 4-6 months before

- Set the budget for the party
- Choose date, time and location
- Research + hire event planner (if required)
- Choose your theme
- Decide your guest list
- Research decor ideas + decorations
- Research favour ideas
- Research + book a venue
- Research + book entertainment
- Research food + beverage ideas
- Hire a caterer (if required)
- Research + hire a photographer (if required)

## 1-2 weeks before

- Plan + finalise music selection
- Finalise event layout + decorations
- Ask family or friends for help to set up!
- Make any DIY decorations
- Let any neighbours /councils know about your party (if required)
- Finalise guest list (follow up anyone that hasn't RSVP)
- Confirm details with your suppliers
- Buy any last-minute essentials
- Clean your house (if required)

## 6 weeks before

- Send invitations out
- Book in any rentals i.e. table, chairs
- Make your grocery list
- Finalise menu and order catered food
- Buy decorations + favours
- Order cake / dessert
- Buy outfit
- Book transportation (if required)
- Plan any parking
- Plan itinerary for the event

## A few days before

- Make space in fridge for food (if required)
- Go grocery shopping (if required)
- Charge your camera
- Check in with venue + suppliers
- Decorate + setup venue
- Finish any cleaning + cooking (if required)
- Pick up / deliver rental items
- Set up activities

## Party Day!

- Pick up any last minute items
- Pick up / have the cake delivered
- Finish decorating or setting up the venue
- Display food and beverage
- Get dressed for the event
- Start greeting your guests as they arrive
- Party time!