

party-planning

CHECKLIST

4 weeks before your party

- Set date, time and length of your party
- Pick your party theme
- Reserve the location (if necessary)
- Create your guest list

3 weeks before your party

- Create and send invitations
- Choose your menu
- Decide on entertainment and games
- Create your pre-party shopping list (food, decor, party favors, paper products, etc.)

2 weeks before your party

- Purchase decorations, party favors, paper products, non-perishable food and drinks
- Start creating your decorations and/or party favors (if necessary)

1 week before your party

- Follow up with any guests who haven't RSVP'd and finalize guest list
- Develop a rough timeline to keep your party flowing (for example, 1:00 pm guests arrive, 1:30 pm lunch served, 2:00 - 3:00 pm party games)

2 days before your party

- Purchase perishable foods and ice
- Make baked goods

1 day before your party

- Prepare salads and dips
- Cut up fruits and veggies
- Refrigerate drinks
- Set up activities and games
- Clean and decorate (if you have access to your party location)

Day of your party

- Prepare last-minute food
- Set up food table
- Set out plates, napkins and utensils

Day after the party

- Send thank-you notes to guests

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