

Thoughtful 
ENTERTAINING

*Valentine's Day
Party Planning Guide*



The Menu

*Raspberry Mule
Cocktail or Mocktail*



*Roasted Beet Raviolis Stuffed
with Goat Cheese and Mushrooms
Sautéed in Sage butter*

Coffee Toffee Torte



*Recipes located in **Entertaining with Purpose** available*

Party Planning Checklist



6 Weeks

Determine how many people your home can hold for either seated dinner party or cocktails and hors d'ouvres.

Create a compassionate invite list and send out invites.

Decide on a budget

5 Weeks

Settle on color scheme—You don't have to go with only pink and reds. Think black and white. Order your photobooth backdrop.

Decide on activities and entertainment. Games, matchmaker, trivia, dance contest, etc.

Plan your music strategy

4 Weeks

Order everything requiring shipping—this gives you time for a backup plan.

Order party favors

Order florals with a delivery date of 3 days prior to event

Decide on disposable or washable dishes and glassware.

3 Weeks

Start figuring out the menu—passed hors d'ouvres, plated, buffet

Do you want a cake, dessert or sweets table?

2 Weeks

Brainstorm ways to personalize the event. Think homemade and handmade.

1 Week

Create music playlist if you aren't having musician

3 days prior

Floral delivery or pickup. If ordered wholesale, follow recommendations for keeping fresh.

Shop for food

If home event, housekeeper/cleaning day

2 Days prior

If you have room to store extra ice, do it today

Start decorating

Set up bar

1 day prior

Make sure coat closet is cleared out and plenty of room for guest coats




Cut lemons and limes for bar and place in fridge

Design tablescape

January

SUN	MON	TUE	WED	THU	FRI	SAT
						1 6 Weeks to V-Day!
2	3	4	5 Theme and color scheme	6	7	8 Send out evites
9	10	11	12	13	14	15 Order anything with shipping
16	17	18	19	20	21	22
23	24	25	26	27	28	29 RSVP Deadline
30	31					

February

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4 Send out guest reminders	5 Create your playlist 
6	7	8 Shop for food	9 Florals 	10 Housecleaning	11 Bar Prep Tablescape	12 Party Time! 
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Party Day Timeline

- 7:00 -Wake, drink lemon water or grab a coffee and eat a healthy breakfast
- 8:00 - Go over to-do list
- 9:00- Get some exercise, go for a walk outside if it's not too chilly
- 10:00—Food prep time. Roast the beets for the raviolis and assemble mixture.
- 12:00—Make time for a healthy lunch, maybe a light salad with protein
(any from Entertaining with Purpose)
- 1:00— Continue food prep.
- 3:00—Shower and get ready
- 4:00—Chill white wine and other cold beverages
- 5:00—Make salad, chop any veggies
- 6:00—Take 30 minutes to breath and relax, look over any last minute details,
touch up your makeup, or freshen up.
- 6:45—Bring out hors de h'ouvres
- 7:00 - Guest arrive, grab a cocktail and hors de h'ouvre plate
- 8:00—Dinner time.
- 9:00—Take photos, play games and activities, enjoy your guests
- 9:15—Bring out the dessert if you don't have a dessert table already set out.
- 11:00—Cleanup

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*Forgive, accept
and move on.
Don't let a
grudge ruin the
party.*
”

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