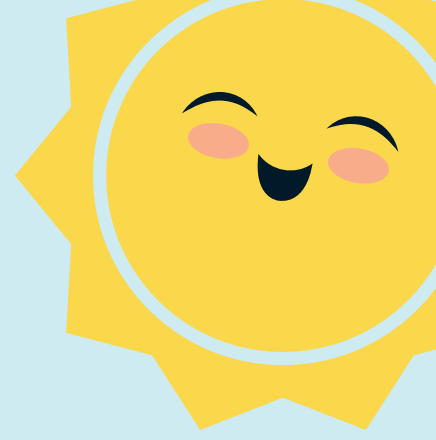


Plan and Organize an End-of-Quarantine Party!



Now that we can see friends and family in-person again, let's plan and organize efficiently to celebrate the end of the quarantine!

1 to 2 months before Step 1

Set a **date & time**.

Research design and decorating ideas to choose some based on your budget.

Make **invitations based on theme**.

Decide on **food and drinks** you will serve based on your budget!

Send out invitations 3 weeks to 1 month in advance.

Decide on **entertainment**.

Set a strict **budget**.

2 to 3 weeks before Step 2

Start collecting **RSVPs**.

Figure out tables and chairs you might need to rent (how many).

See **who is going to help you** with decorations and setup.

Make a list of every food item and decorating items you will need and cross them off as each gets made or purchased.

Think about **games** to play.

1 week before Step 3

Make sure you have speakers and **music** put together.

Check with various parties to **confirm date and time** - cake, catering, entertainment, & other items being delivered.

Think about all **safety protocols** - seating, social distancing, hand-washing or sanitizers, etc.

Check on your budget.

1 to 2 days before Step 4

Purchase the **food and drinks**.

Send **reminders** to RSVPs. Give details and directions.

Start decorating and setting up furniture. Set up for games and entertainment.

Put **signage**, if necessary.

Decide on your attire!

Have enough containers for **leftover foods** to store or give away to guests.

day of event Step 5

Start the day by **prioritizing time** carefully to make sure everything is ready when guests arrive.

Organize the kitchen so items are easy to locate and use.

Make sure **dishwasher** has proper amounts of liquid/soap.

Get out the **ice!**

Make sure **bathrooms** are ready - put out extra rolls of toilet paper.

