

Party Checklist

- Select a theme
- Create budget
- Make a guest list
- Find and reserve a location for the party
- order invitations or select online invite service
- Send invitations
- Decide menu and drinks
- Research activities and games
- Book caterer
- Book party wait staff
- Book band or DJ
- Book Entertainment
- Book photographer, videographer, florist, party planner etc...
- Take inventory of owned party supplies (decorations, utensils, dishes etc)
- List other supplies needed
- Order rental equipment
- Order cake, flowers, balloons etc...
- Shop for decorations
- Shop for non perishable goods
- Manage RSVPs
- Assemble party favors
- Confirm entertainment, caterer, staff, cake, flowers etc...
- Prep food
- Decorate
- Review party logistics
- Pick up pre-ordered items (cake, flowers, ice)
- Finish remaining decorations
- Prepare perishable foods
- Set up bar
- Set the mood, light candles and start music