

Event Planner

TIMELINE & CHECKLIST

3 MONTHS BEFORE

- ♡ Select Date & Time
- ♡ Create Budget
- ♡ Create Guest List
- ♡ Secure Venue
- ♡ Choose Party Theme
- ♡ Book Entertainment
- ♡ Rent Tables, Chairs, Etc.
- ♡ Order Food & Desserts

6-8 WEEKS BEFORE

- ♡ Send Invitations
- ♡ Purchase Decorations
- ♡ Order Banners
- ♡ Book Photographer
- ♡ Book Hair/Nail Appts
- ♡ Create Video/Slideshow
- ♡ Create Playlist

1 MONTH BEFORE

- ♡ Order Balloons & Flowers
- ♡ Confirm Food & Cake
- ♡ Purchase Napkins, Utensils, Plates

1-2 WEEKS BEFORE

- ♡ Review RSVP Guest List
- ♡ Confirm Details with Venue
- ♡ Organize Party Items & Decor
- ♡ Print Party Printables
- ♡ Decide on Party Favors

1-2 DAYS BEFORE

- ♡ Clean Party Area
- ♡ Check Technology
- ♡ Charge Batteries
- ♡ Touch Base with Caterer

DAY OF PARTY

- ♡ Pick Up Food, Cake, Balloons
- ♡ Chill Drinks
- ♡ Set Up Decor
- ♡ Turn On Music
- ♡ Take Pictures
- ♡ Enjoy!

