

# HALLOWEEN PARTY



PLANNING GUIDE



# HALLOWEEN MENU



*Charcuterie Cones*



*Stuffed Mushrooms*

*Smoked Salmon Ball*



*Pesto Pizza Butterflies*





# HALLOWEEN PARTY PLANNING CHECKLIST

## 4 Weeks

**Send the evite or text invites based on your compassionate guest list**

**Decide on a theme or color scheme**

**Order everything requiring shipping—linens, glassware, décor, etc**

## 3 Weeks

**Order any rentals including linens, glassware and unique servers**

## 2 Weeks

**Confirm Guest Count**

**Brainstorm ways to personalize the event. Think homemade and hand-made.**

**Decide on a Plan B and rent a tent or move the party inside in case of inclement weather**

## 1 Week

**Create your music playlist**

**Gather all of your spook décor, test smoke machine and make sure you have enough liquid**

## 3 Days out

**Shop for food**

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

**Housekeeper/cleaning day**

## 2 Days out

**Gather items for tablescape and or Sweets Table, do a rough placement**

## Night before

**Cut fruit, lemons, limes for bar**

**Assemble Salmon ball and place in fridge**

**Assemble Pesto Pizza Butterflies and place on sheet in fridge**

**Place cold beverages in fridge**

## Day of

**Assemble Charcuterie cones**

**Make Stuffed Mushrooms**

# HALLOWEEN PARTY DAY OF TIMELINE

**7:00 -Wake, drink lemon water or grab a coffee and eat a healthy breakfast**

**7:30 -Go over to-do list**

**8:00- Get some exercise, go for a walk outside, anything to get your heart pumping**

**9:00—Shower**

**10:30— Make sure cold drinks are chilling, make any batched drinks**

**11:30—Finish up any last minute décor organizing**

**12:30—Have a healthy lunch**

**1:00— Assemble photo area with props**

**2:00— Double check that you have candy left for trick or treaters or any last minute grocery runs.**

**3:30—Prepare mushrooms and filling, don't cook, place in fridge**

**4:00—Prepare mushrooms, don't cook, place in fridge**

**4:30—Place desserts on sweets table**

**5:00—Assemble charcuterie cones and place crackers with salmon ball**

**5:30—Put on your costume and relax with a beverage for a few moments before guests arrive.**

**6:00—Guests start to arrive and snack on charcuterie and salmon ball**

**6:15— Place mushrooms and pesto butterflies in oven to cook, serve warm**

*“Opening up your home to friends and family is entertaining with love in and of itself.”*

*Thoughtful*   
ENTERTAINING