

Thoughtful 
ENTERTAINING

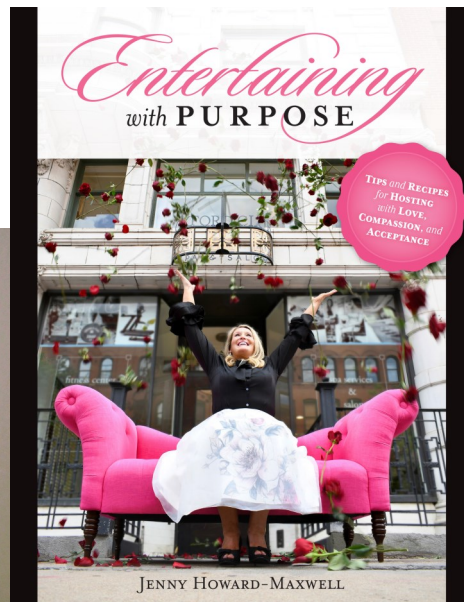
*New Years Eve
Party Planning Guide*




OCCASIONally
FABULOUS
« e v e n t s »

Coconut Red Velvet Cake

Page 181



Recipes located in
the Entertaining
with Purpose
Book

Peach Moscato

Page 188

Spinach Artichoke Dip

Page 121

Party Planning Checklist



8 Weeks out

Decide if the party is best at a Venue or in the home
Create a compassionate invite list and send out evites or invites.
Decide on a budget



6 Weeks

Settle on color scheme
Hire a photobooth company or create your own with backdrop and signs
Plan your music strategy —DJ, musician, string quartet?
Decide on any other entertainment.



4 Weeks

Order everything requiring shipping—it's the holidays!
Order party favors
Order florals with a delivery date of 3 days prior to event
Do you have enough champagne flutes for toasting or do you prefer disposable?



3 Weeks

Start figuring out the menu— passed hors de houvres, 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
Set up bar



2 Days prior

If you have room to store extra ice, do it today
If home event, start to decorate if you have a lot of décor



1 day prior

If home event, 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

November

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	8 Weeks to NYE!	Create guest list	11	Send out evites	13
14	Hire vendors	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3 Glass or disposable flutes?	4
5	6 Order any thing requiring shipping	7	8	9	10 RSVP Deadline	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Send out guest reminders
26	27 Shop for food	28 Housecleaning	29 Florals	30 Bar Prep Tablescape	31 Happy New Year's Eve!	

New Year's Eve 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.

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'ouvres

8:00—Dinner—plated or buffet. I recommend the Tuscan Grilled Shrimp or Beef Wellington for this party.

9:00—Take photos, dance, enjoy your guests

10:00—Toast to the NYC New Year

11:00—More dancing and fun.

