



Petal & Paper

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Engagement party planning checklist



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ENGAGEMENT PARTY

planning checklist

6–8 weeks before

Date agreed: ☐ Venue booked: ☐
Guest list confirmed: ____ Budget per head:
£____
Invitations sent: ☐ Style / theme agreed: ☐
Photographer booked (if wanted): ☐

Day before / day of

Venue set up: ☐ Flowers / decor: ☐
Food and drink ready: ☐
Memory book / signing book: ☐
Camera charged: ☐
Thank you note list started: ☐

2–4 weeks before

All RSVPs in: ____ Final numbers: ____
Food and drink arranged: ☐
Decorations ordered: ☐
Playlist or DJ booked: ☐
Speech givers confirmed: ☐

After the party

Thank you cards sent: ☐ Within 2 weeks: ☐
Photos shared: ☐
Venue cleared and thanked: ☐
Save engagement announcement for socials: ☐