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## Party planning checklist



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PARTY PLANNING

# party checklist

## 6–8 weeks before

- Choose date and time: ☐
- Decide on venue: ☐
- Set guest list and budget: ☐
- Send invitations or save the dates: ☐
- Book entertainment or activities: ☐

## 1 week before

- Confirm final numbers: ☐
- Prepare party bags and prizes: ☐
- Confirm all bookings: ☐
- Shop for food and drink: ☐
- Print menus, games sheets, place cards: ☐

## Day of

- Check venue layout: ☐
- Set up food and drink stations: ☐
- Welcome guests: ☐
- Tidy up plan agreed: ☐
- Enjoy the party: ☐

## 2–4 weeks before

- Chase RSVPs: ☐
- Order or plan food and drink: ☐
- Buy or hire decorations: ☐
- Plan party bags or favours: ☐
- Arrange transport if needed: ☐

## Day before

- Decorate the venue: ☐
- Prepare food in advance where possible: ☐
- Set tables and chairs: ☐
- Charge any devices (cameras, speakers): ☐
- Brief helpers on their roles: ☐