

THE PARTY CHECKLIST

<u>6-8 WEEKS BEFORE</u>
Budget:
Theme:
Type of Party (formal, casual):
Location:
Number of guests (create list):
Type of Menu (buffet, potluck, family style):
Start time:
Finish time:
Buy/Design Invitations:
<u>3-4 WEEKS BEFORE</u>
Mail invitations:
Plan menu:
Shopping List:
Decide what you're putting the food in:
Where you're placing the platters:
Plan buffets:
Plan utensils (eating and serving):
Start looking for disposable ware sales:
Plan on china, silver, glassware rentals:
Plan on table/chair rentals:
Extra chairs to accommodate guests:
Linens (buy, borrow, rent):
PartyCharlie 1-2-3 Step:
Seating arrangements:
Plan on decorations:
Design flower arrangements:
Hire valet service:
Hire coat check:
Hire photographer:
Entertainment (DJ, band, games, speeches):

Plan food schedule (what time to start / finish serving appetizers, entrée, dessert):
Coffee/Tea:
Dessert:
Appetizers/hors d'oeuvres:
Entrée:
Dessert/Coffee:
Plan on scullery (clean-up and trash) area:
Plan bar (self-service, full service):
Plan beverages:
Arrange for bartender:
Servers:
Hire caterer:
Valet parking:
Decide on what time should staff arrive/leave:
Choose staff attire:
Ensure adequate power supply/water:
Make list of areas where you could use volunteers:
Accept help:
<u>1-2 WEEKS BEFORE</u>
Buy disposable ware/order rentals:
Purchase Beverages:
Buy nonperishable foods:
Confirm number of guests:
Designate smoking area:
Buy decorations:
Buy party favors:
Outline the flow of the party:
<u>2-3 DAYS BEFORE</u>
Confirm rental arrivals/pickup:
Clean house/yard:
Arrange supplies for party:

Put away breakable items:
Set a time chart for day of party-what needs to be done and how long will it take:
Designate place to put guest coats/bags (closet/bedroom):
Make a polite call to potential guests who haven't RSVP'd:
Have lighting equipment set up and tested (if indoors):
<u>1 DAY BEFORE</u>
Prerarrange any foods that can be stored in refrigerator/freezer:
Complete food preparation and pickup of pre-ordered food items:
Do indoor decorating for the party:
Set tables / serving tables (layout all disposable and glassware):
Place Post-It notes on bowls, buffet tables, counter spaces indicating what will go there:
<u>DAY OF PARTY</u>
Staff arrives:
Set table/buffet:
Decorate/floral:
Prepare any foods that couldn't be prepared in advance:
Set up scullery / trash areas:
Do outdoor decorating / table setup:
Have ice delivered:
Have lighting equipment set up and tested (if outdoors):
Ensure entertainment area is set up:
Have Fun!!!