Party Planning Checklist

# 3 weeks prior

**☐** Choose a party theme

**☐** Develop the invitation list

**☐** Send invitations

**☐** Plan the menu

**☐** Schedule help

# 2 weeks prior

**☐** Wash dinnerware to be used

**☐** Create the music list

**☐** Buy non-perishable items

# 1 week prior

**☐** Clean the house in detail

**☐** Set up the party area as much as possible

**☐** Gather needed cookware and serving dishes

**☐** Stock the bar

# 3 days prior

**☐** Notify neighbors of potential noise, traffic, etc.

**☐** Decorate the party area

**☐** Remove items from medicine cabinet that guests shouldn’t see

**☐** Set up cleaning stations

**☐** Finish shopping

# 1 day prior

**☐** Buy and arrange flowers and decorations

**☐** Cook and prep as much food as possible

**☐** Place serving pieces on table

**☐** Set up bar area and barware

**☐** Touch up house cleaning

# Day of

**☐** Finish last-minute cooking

**☐** Buy extra ice

**☐** Set out covered food

**☐** As guests arrive, remove food covers and serve drinks