Party Planning Checklist

# 3 weeks before

Choose a party theme

Develop the invitation list

Send invitations

Plan the menu

Schedule help

# 2 weeks before

Wash dinnerware to be used

Create the music list

Buy non-perishable items

# 1 week before

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 before

Notify neighbours 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 before

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

Put out covered food

As guests arrive, remove food covers and serve drinks