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