



Party Planning Checklist

1 month before

- ☐ Determine the type of party, theme and formality level
- ☐ Set the date
- ☐ Prepare your guest list
- ☐ Order invitations
- ☐ Line up services (bartender, servers, cleaning, etc.)

3 weeks before

- ☐ Mail the invitations
- ☐ Plan the menu ; determine what you'll cook / what will be catered
- ☐ Place order for what will be catered
- ☐ Create grocery list for what you will prepare
- ☐ Create beverages list

2 weeks before

- ☐ Stock the bar; plan on the three to four drinks per guest for a two to three hour party
- ☐ Arrange to borrow, rent or purchase items you don't already have
- ☐ Prepare music to be played during party

1 week before

- ☐ Contact guests who have not responded
- ☐ Confirm orders with caterer, baker and any services
- ☐ Shop for and prepare any food that can be frozen
- ☐ Clean the house thoroughly

4 days before

- ☐ Notify neighbors that you'll be hosting a party so they'll be prepared for extra vehicles and noise
- ☐ Prepare for accidental spills by having stain remover and cleaning cloths handy
- ☐ Clean and polish serving pieces, plates, flatware and glasses you'll be using
- ☐ Launder and iron table linens
- ☐ Prepare a place for guests' coats

2 days before

- ☐ Decorate the party space.
- ☐ Arrange furniture for easy traffic flow (fewer chairs than guests encourages mingling)
- ☐ Place frozen food in the refrigerator to defrost

1 day before

- ☐ Purchase fresh food items (salad greens, fresh bread, seafood, etc.)
- ☐ Pick up fresh flowers and arrange
- ☐ Assemble foods that can be made in advance
- ☐ Give your house a quick recap cleaning

4 to 7 hours before

- ☐ Chill wine and other beverages, set up bar

Up to 1 hour before

- ☐ Finish any last-minute food prep and set up
- ☐ Check final details and be ready to greet first guests