



## **The Party Checklist**

### **1 MONTH PRIOR TO PARTY**

- Pick your theme (the type of party you want to throw).
- Choose a date and time for your party.
- Create your guest list.
- Notify your guests. Send invitations by mail, email, or phone call.
- Purchase party decor, supplies, favors, prizes for games, tableware, matches, candles.

### **3 WEEKS PRIOR TO PARTY**

- Decide on the activities and games you would like to have the guests play. Consider age. Plan for more games in case you run out.
- Choose a menu.
- Plan recipes and a timeline of how long each food item will take to prepare.
- Make a grocery list of ingredients necessary to make your recipes. Purchase non-perishables, sugar, flour, etc.

### **1 WEEK PRIOR TO PARTY**

- Get exact guest list. Call or email the guests who have not yet RSVP'd and ask if they will be attending.
- Order a cake from the bakery (unless you are baking your own).
- Prepare foods that can be made ahead of time. Store in freezer.
- Make room in refrigerator/freezer for party groceries.

### **4 DAYS PRIOR TO PARTY**

- Purchase all remaining non-perishable food items.
- Purchase alcoholic and non-alcoholic beverages.

### **3 DAYS PRIOR TO PARTY**

- If necessary, charge batteries on camcorder or camera.
- If ordering helium balloons, arrange to pick them up the day of the party.

### **2 DAYS PRIOR TO PARTY**

- Prepare the cake if you are not purchasing one.
- If you are not using plastic plates and cutlery, wash and polish plates, flatware, and glassware.
- Iron cloth napkins and tablecloths if necessary.
- Place frozen food in the refrigerator to defrost overnight.

### **1 DAY PRIOR TO PARTY**

- Finish decorating the cake, or pick it up from the bakery if purchasing.
- Pick up the helium balloons.
- Child proof the party area if children are attending.
- Purchase perishables (i.e. fresh bread, salad greens).
- Prepare any foods that can be made in advance.
- If you have purchased salad greens and vegetables, wash and prepare them. Refrigerate in separate airtight containers.
- Decorate indoor party area (save outdoor decorating for the day of the party).

### **DAY OF PARTY**

- Prepare food and beverages that could not be made ahead of time.
- If necessary, set up a bar area. Chill white wine and sparkling wine.
- If having an outdoor party, spray area for insects a few hours before guests are to arrive so smell of insecticide does not linger in the air. If mosquitoes are in the air, have mosquito repellent and citronella candles nearby.
- Take lots of pictures and video!