

# Party Planning Checklist

Party: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

*start here!* Budget: \$\_\_\_\_\_

# of guests: \_\_\_\_\_

## 3 MONTHS BEFORE

- Determine budget & number of guests
- Choose a date, time & place
- Reserve the location

## 1-2 MONTHS BEFORE

- Choose a theme or color palette
- Send invitations  
*If you're asking guests to RSVP, include a date 1 week before the party*
- Plan the menu, create a shopping list, & order food (or choose a caterer)
- Take inventory of supplies you have & what you'll need to get  
*Consider: serving pieces, flatware, glasses, linens, tables, tent, and seating*
- Book entertainment
- Call Max Waste Services for your dumpster roll-off! (303) 973-8550**

## 2-3 WEEKS BEFORE

- Choose decorations & party favors
- Plan activities, games or crafts
- Order the cake
- Line up any help you'll need

## 1 WEEK BEFORE

- Follow up with anyone who hasn't RSVP'd to get a final headcount
- Write out the schedule of events
- If you're serving alcohol, stock the bar  
*For a 2-3 hour party, plan 3 bottles of wine for every 4 people, or 3-4 cocktails per guest*

## 2-3 DAYS BEFORE

- Give your non-invited neighbors a heads up, especially if you expect noise or a lot of cars parked in the street
- Create a playlist
- Make room in the fridge/freezer
- Wash dishes and iron linens
- Finish grocery shopping

## 1 DAY BEFORE

- Set out tables and chairs  
*Putting out fewer chairs than guests will encourage mingling*
- Finish any cooking that can be done ahead of time
- Set up extra trash cans & garbage bags
- Assemble party favors & decorate
- Choose a spot for cards & gifts

## DAY OF THE PARTY

- Finish last-minute cooking
- Buy ice and chill beverages
- Set out appetizers or snacks
- Check the bathrooms  
*Empty trash, set out clean guest towels, stock toilet paper*
- Greet guests as they arrive
- Have FUN!

*tick-tock!*

*yay!*



**303-973-8550**