



PARTY PLANNING CHECKLIST

PRE-PLANNING PHASE

- DEFINE THE PURPOSE AND THEME OF THE PARTY.
- DETERMINE THE DATE, TIME, AND DURATION OF THE EVENT.
- CREATE A BUDGET FOR THE PARTY.
- DEVELOP A GUEST LIST.
- CHOOSE A VENUE AND BOOK IF NECESSARY.
- CHECK LOCAL REGULATIONS AND PERMITS, IF APPLICABLE.
- CHECK THE WEATHER FORECAST AND PLAN ACCORDINGLY.
- HAVE A BACKUP PLAN FOR OUTDOOR EVENTS IN CASE OF BAD WEATHER.

TIMELINE

- CREATE A DETAILED TIMELINE FOR THE PARTY DAY, INCLUDING SETUP, ACTIVITIES, AND CLEANUP.
- ALLOCATE SPECIFIC TIMES FOR DIFFERENT ELEMENTS, SUCH AS FOOD SERVICE, GAMES, AND ENTERTAINMENT.

INVITATIONS

- FIND A DESIGN THAT MATCHES YOUR THEME—CHECK ETSY AND OTHER PRINT-ON-DEMAND STORES.
- SEND INVITES TO FRIENDS/FAMILY.
- CREATE A FACEBOOK EVENT AND START HYPING ON SOCIAL MEDIA.
- ON PAPER INVITES, REQUEST RSVPS TO ESTIMATE THE NUMBER OF ATTENDEES.
- SPECIFY DRESS CODE IF APPLICABLE. (IE., COSTUME, POOL PARTY, HOLIDAY, FORMAL, ETC.)
- INCLUDE A MAP OR DIRECTIONS TO THE VENUE.

DECORATIONS

- PLAN AND PURCHASE DECORATIONS BASED ON THE THEME. (AGAIN, ETSY IS A GREAT SOURCE FOR DIY SUPPLIES.)
- CONSIDER TABLE CENTERPIECES, BANNERS, BALLOONS, AND OTHER DECOR ITEMS.
- ENSURE YOU HAVE SUFFICIENT LIGHTING, ESPECIALLY FOR EVENING EVENTS.



PARTY PLANNING CHECKLIST

FOOD AND DRINKS

- PLAN THE MENU AND CONSIDER DIETARY RESTRICTIONS.
- ARRANGE FOR CATERING OR PLAN A MENU FOR HOMEMADE DISHES.
- CREATE A DRINKS MENU, INCLUDING ALCOHOLIC AND NON-ALCOHOLIC OPTIONS.
- DECIDE IF YOU WILL HAVE A BARTENDER OR IF IT WILL BE SERVE YOURSELF.
- PURCHASE OR ORDER THE NECESSARY INGREDIENTS AND BEVERAGES

ENTERTAINMENT

- PLAN ACTIVITIES, GAMES, OR ENTERTAINMENT SUITABLE FOR THE THEME.
- ARRANGE FOR A DJ OR LIVE BAND, OR PREPARE A PLAYLIST.
- SET UP A DESIGNATED AREA FOR A DANCE FLOOR IF APPLICABLE.
- PLAN ANY SURPRISE ELEMENTS, PERFORMANCES, OR SPEECHES.

MUSIC, SOUND, AND ELECTRONICS

- CHARGE ELECTRONIC DEVICES, SUCH AS CAMERAS AND SPEAKERS.
- TEST SOUND SYSTEMS AND EQUIPMENT IN ADVANCE.
- PREPARE A PLAYLIST OR ENSURE THE AVAILABILITY OF A DJ.
- NOTE- IF YOU PLAN TO GO THE PLAYLIST ROUTE, SET UP YOUR BLUETOOTH SPEAKERS FOR SURROUND SOUND.
- CHECK THE POWER SUPPLY FOR OUTDOOR EVENTS.

PARTY SUPPLIES

- PURCHASE OR GATHER ESSENTIAL PARTY SUPPLIES, INCLUDING:
- PLATES, UTENSILS, AND NAPKINS.
- CUPS AND DRINKWARE.
- SERVING TRAYS AND BOWLS.
- TABLECLOTHS AND LINENS.
- TRASH BAGS AND RECYCLING BINS.



PARTY PLANNING CHECKLIST

SEATING AND LAYOUT

- ARRANGE SEATING FOR GUESTS.
- CONSIDER THE PARTY LAYOUT AND FLOW.
- SET UP DESIGNATED AREAS FOR DIFFERENT ACTIVITIES.
- PLAN FOR SHADED AREAS OR TENTS IF THE PARTY IS OUTDOORS.
- SET UP FANS OR HEATERS DEPENDING ON THE WEATHER.
- PROVIDE SUNSCREEN AND INSECT REPELLENT FOR OUTDOOR EVENTS.

PHOTO AND PARTY FAVORS

- SET UP A PHOTO BOOTH WITH PROPS.
- CONSIDER HIRING A PHOTOGRAPHER OR ARRANGING FOR SOMEONE TO CAPTURE MOMENTS.
- PLAN AND PURCHASE PARTY FAVORS RELATED TO THE THEME.
- CONSIDER SMALL, PERSONALIZED ITEMS OR TREATS FOR GUESTS TO TAKE HOME.

CLEAN-UP AND SAFETY

- HAVE A FIRST AID KIT READILY AVAILABLE.
- CONSIDER HAVING A DESIGNATED DRIVER FOR GUESTS, ESPECIALLY FOR EVENTS WITH ALCOHOL.
- USE A RIDESHARE SERVICE, LIKE UBER OR LYFT TO TRANSPORT GUESTS.
- HAVE CLEANING SUPPLIES READY FOR POST-PARTY CLEANUP.
- ASSIGN TASKS OR HIRE HELP FOR CLEANING IF NEEDED.

THANK YOUR GUESTS

- PLAN TO EXPRESS GRATITUDE TO YOUR GUESTS THROUGH A SPEECH OR THANK-YOU CARDS.
- FOLLOW UP WITH GUESTS AFTER THE PARTY WITH PHOTOS OR MEMORIES.

Following this checklist will prepare you to host a successful and memorable party. Adjust the details based on your specific event and preferences.