

THE ULTIMATE Party Planning CHECKLIST

Whether it be an important birthday party, a wedding or any other celebration, planning a party can be a daunting task. Below is a handy checklist to help make sure you have covered all the bases when planning your next party.

THE Basics

Who, why, when and where? Answering these questions is the first step to planning a successful party.

WHO IS THE PARTY FOR?

WHY?
(Eg. Birthday, wedding etc.)

📅 WHEN? _____

🕒 WHAT TIME? _____

📍 WHERE? _____

😊 THEME? _____

📋 NUMBER OF GUESTS? _____

THE Guest List

Now that you have all of your basic information and know how many people you want to invite, it's time to put together your guest list.

INVITE SENT	RSVP		NAME
	YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Now that you have that information, you can put together your invitations! These can either be physical invitations that are mailed to your guests or online invites sent through social media/email. Online invitations make it easier to keep track of everything but physical invitation make the event seem more special. Base your decision on the type of party you are planning.

PREP THE Decor

The decor can really add to the vibe of a party and set the tone for the event. If you have a theme, then decor should be based around that. Keep in mind restrictions based on your chosen location, budget and time.

BASIC CHECKLIST

- Welcome signage
- Balloons
- Banner
- Tables & Chairs
- Gift Table
- Lighting
- Linen
- Table settings
- Dance floor

AT HOME PARTY CHECKLIST

- Clean house
- Stash valuables
- Coat/bag storage

OUTDOOR PARTY CHECKLIST

- Rain out plan
- Pavilion
- Bug Repellent

VENUE PARTY CHECKLIST

- Set up time _____
- Venue contact _____
- Cut off time _____

PLAN THE Fun Times

Adding fun activities to your party can really make your event one that your guests remember. Here are a couple of ideas to make your party fun and memorable.

- Photobooth
- Party Games
- Music/DJ
- Prizes
- Swag Bags
- Party Favours
- Dance Competition
- Photographer

MUSIC

Contact Name: _____

Contact Phone/Email: _____

Arrival Time: _____

Playlist/Genres: _____

PHOTOBOTH

Contact Name: _____

Contact Phone/Email: _____

Arrival Time: _____

Preferred Props/Backdrops: _____

PHOTOGRAPHER

Contact Name: _____

Contact Phone/Email: _____

Arrival Time: _____

PARTY GAMES

PARTY GAMES

THE Food & Drinks

There are many ways to handle the food and drinks for your party. Will you hire a caterer or will you do it yourself? Are drinks supplied or is it BYO? Catering takes a lot of the pressure off of you but supplying your own food is often cheaper.

Do It Yourself

- Make your menu
- Make a grocery list
- Food prep list
- Required serving dishes
- Dinnerware & Cutlery
- Recruit a friend to help

Catered

- Hire Caterer
- Chose Menu
- Hire bartender
- Order Cake (if required)

Caterer Arrival: _____

Bartender Arrival: _____

Cake Pick Up: _____

Menu Plan

Drinks

Starters/Snacks

Mains

Dessert
