

Party Planning Checklist – Getting Organized

Planning a successful party requires a great deal of organization. This party planning checklist will help guide you through planning just about any party. Most parties only require about one well organized month to put it together, but keep in mind that this is not always the rule. If you are planning a wedding or even an anniversary party you may need upwards of a year to get everything in order. For most other types of parties including birthdays, Halloween parties, and Christmas parties, this list should help things go off without a hitch.

Print this list and check off each item as you do it to keep yourself on track. And be sure to visit www.party-ideas-4u.com for more great party planning ideas.

One Month

- Set a date and time for the party
- Prepare your guest list
- Pick a venue for your party (this is often dependent on the number of guests invited)
- Pick a theme if you are using one
- Pick your invitations and/or start making them
- Determine what type of food you will be serving
- Determine what, if any, types of games you want to organize for the party
- Ask friends and family for help if you need it

Three Weeks

- Send your invitations. Don't forget to add an RSVP date of at least two weeks prior to the party, directions on how to get to the party, and parking instructions.
- If you are having the party catered, finalize the menu and order. If you are making the food, finalize your menu but you can wait until one week before to start preparations.

Two Weeks

- Buy decorations for the party
- Order cake
- Buy any supplies you need for games (props, prizes, etc)
- Buy party favors
- Discuss your menu with the caterer and give them final numbers.

One Week

- Determine final number of guests (you'll probably have stragglers) and let your caterer know any additions or deletions
- Buy last minute supplies (film for your camera, special food requests, etc)
- Get your home ready for guests if the party is at your place
- Shop for party food, snacks, and drinks
- If you're making the food yourself, start preparing as much as you can

The Day Before

- Put up all decorations (other than balloons)
- Set up tables and chairs
- Pick up cake or have it delivered
- Get the party favors ready
- Get all your games ready and make sure you have enough prizes
- Make sure you have plenty of ice for the drinks

Party Day!

- Get all your food ready as early as you can. If you are serving hot appetizers have it ready so it can be thrown in the oven at a moment's notice.
- Do any last-minute decorating
- Blow up balloons
- Set up the food, cake, and drinks
- Have a place for coats, shoes, and gifts
- Have fun!!

Visit www.party-ideas-4u.com for more great party ideas for birthday, Halloween, Christmas, Anniversary parties and more. Also be sure to check out our Hot Deals list at www.party-ideas-4u.com/blog for all the latest bargains on party supplies.