

PARTY PLANNING CHECKLIST

ONE MONTH

'til party time!

- **Choose a theme**
Think about colors, decor themes and entertainment
- **Set time, date & place**
- **Create guest list & send invitations**
Include time, date, location, RSVP date and contact info, attire, registry, etc.
- **Book major vendors**
Pay any necessary deposits on venue, rentals and entertainment

THREE WEEKS

- **Research decorations & DIY ideas**
Search Pinterest, blogs and magazines for decor inspiration
- **Create a shopping list & to-do list**
Include food, drink, party and DIY project supplies. List all party tasks to be completed, big and small
- **Recruit help**
Delegate to do list tasks to family, friends and kids

TWO WEEKS

- **Test run DIYs**
Try out any new-to-you or tricky DIYs to minimize stress closer to party time
- **Order decor & favors**
Order any online decor, favor items, tableware, etc. to allow for delivery time

ONE WEEK

- **Shop for groceries & supplies**
Buy non-perishable groceries, remaining party and decor supplies, and pick up a Balloon Time Helium Tank
- **Complete DIY projects**
Craft any DIYs that can be done in advance

TWO DAYS

- **Clean the house (for at-home parties)**
- **Pick up rentals**
- **Purchase last minute perishables**
- **Confirm with all vendors & helpers**

ONE DAY

- **Set up furniture**
- **Cook, bake & prepare party food**
- **Start decorating**

DAY OF PARTY

- **Add final decor & DIYs**
1-2 hours before party, inflate balloons
- **Chill drinks & display food**
- **Turn up the music**
- **Welcome guests & enjoy the party!**

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