



## Party Planning Checklist

Planning a party can be a difficult task, but with a good guideline, you won't skip a step! This comprehensive list will keep you organized and more importantly, will make your party a memorable one!


### THE FIRST FEW STEPS

- Determine the type of party (birthday, company picnic, holiday, special occasion, classroom party, etc)
- Decide if you want drinks, finger foods, buffet, full meal, or other
- Pick your party theme \_\_\_\_\_
- Decide amount of guests you would like to invite \_\_\_\_\_
- Set a date, time, and place for your party \_\_\_\_\_
- Determine a RSVP date \_\_\_\_\_
- Search, investigate and book your location also pay any deposit
- Make a shopping list -- including small items like napkins and candles etc
- Make lists of tasks that can be done in advance and those for party day

### NEXT, THINK BUDGET!

- Decorations, including flowers, plants, or props
- Food and beverages
- Other services (caterer, parking attendant, wait staff, etc.)
- Invitations and postage
- Rental space
- Entertainment (music, DJ, etc.) **with** 
- Tables, chairs, and other equipment rentals
- Other miscellaneous expenses

### FOUR TO SIX WEEKS PRIOR (at least 2 months prior is best in SoCal)

- Put together your guest list and gather addresses and phone numbers
- Order invitations **with** [Yay-list.com/how-it-works-party-host](http://Yay-list.com/how-it-works-party-host)
- Purchase decorations, paper goods, and other supplies
- Contract for any services (caterer, entertainment, etc.) **with** 
- Plan your menu and purchase non-perishable foods and drinks
- Contact any friends or family you want to help with the party
- Address and mail your invitations (decide written by hand or online, email, text, group messaging or page)
- Pick out the music
- Contract for any equipment rental (chairs, tables, etc.)



#CharmandHappy