



Check List

4-6 WEEKS PRIOR

- set the day & time
- pick & book venue
- choose theme
- fix budget
- create guest list
- book photographer
- book entertainment
- create/order invitations

3-4 WEEKS PRIOR

- send invitations
- order cake
- order prizes & awards
- pick food list/cater/vendors
- pick out party decorations

2-3 WEEKS PRIOR

- select music or DJ
- photo booth
- plan activities/games

1-2 WEEKS PRIOR - SUP-

- buy plates cutlery, cups, napkins, straws, candles, balloons & table cloths
- decorations- banners, streamers, party hats, & printable supplies

1-2 WEEKS PRIOR

- choose outfit
- call guests whod didnt' RSVP
- purchase non-perishable food & candy
- assemble non-perishable favors
- create party playlist

3-5 DAYS

- bake cake
- purchase food
- call venue to confirm
- call band to confirm
- call entertainment to confirm
- setup seating arranagments
- decorate for party

DAY BEFORE

- charge camera
- pickup cake/decorate
- place decorations in order/pickup
- prepare last minute food
- setup party stations
- fill treat bags

DAY OF EVENT

- last minute cake delivery
- last minute food
- setup food/drink station
- pickup ice
- finish all decorations
- dress for party