Big Party 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/venders
- [ ] pick out party decorations

2-3 WEEKS PRIOR

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

1-2 WEEKS PRIOR - SUPPLIES

- [ ] 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 who'd didn't 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 arrangements
- [ ] 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

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