

# 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 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