

# Party Planner Guide & Checklist

from



*Perfect parties don't just happen, the good ones are planned!*

## ***Getting Started:***

Decide on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Place: \_\_\_\_\_

Party theme: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ (don't forget "plus ones" in your count)

Determine Party Budget: \_\_\_\_\_ (see Budget chart)

Determine Menu or Potluck assignment list

Reserve:

Location: \_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Photographer: \_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Caterer: \_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Bartender: \_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Florist: \_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Cake: \_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Balloons: \_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

DJ: \_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Entertainer: \_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Parking Attendant: \_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Wait Staff: \_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Name: \_\_\_\_\_

- Make up the guest list.
  - Print out and complete Guest List sheet(s)
  - Tip: Start with your holiday card list if you send them.*
  
- Order party invitations from [Announcingit.com](http://Announcingit.com)
  - Mail invitations 2-4 weeks before party date for casual party
  - 6-8 weeks before party date for a formal party such as a wedding
  - More than 8 weeks to one year ahead of party date, send Save the Date Cards
  - Tip: Order thank you notes at the same time to save time and shipping costs*
  
- Buy postage for invitations.
  
- Plan the menu
  - Print out Menu Planning sheet(s)
  
- Decide On / Purchase / Rent (Make arrangements for any items you'll need to rent or borrow):
  - Tableware:
    - Tablecloths \_\_\_\_\_
    - Table Skirts \_\_\_\_\_
    - Chair Covers \_\_\_\_\_
    - Plates \_\_\_\_\_
      - Appetizers  Lunch/Dinner  Dessert
    - Napkins \_\_\_\_\_
      - Beverage  Appetizer  Dinner  Dessert
    - Glassware \_\_\_\_\_
      - Water  Wine  Beer  Wine Bucket
    - Dinnerware
      - Appetizer:  Knives  Forks  Spoons Other: \_\_\_\_\_
      - Dinner:  Knives  Forks  Spoons Other: \_\_\_\_\_
      - Dessert:  Knives  Forks  Spoons Other: \_\_\_\_\_
  - Place Cards
  - Table Number Cards
  - Menu cards

Decorations:

- Centerpieces \_\_\_\_\_
- Party Favors \_\_\_\_\_
- Balloons \_\_\_\_\_
- Streamers \_\_\_\_\_
- Confetti \_\_\_\_\_
- Party Banners \_\_\_\_\_
- Lighting \_\_\_\_\_
- Candles  Matches \_\_\_\_\_

Other Items:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Cooler                  | <input type="checkbox"/> Extra Chairs          | <input type="checkbox"/> Shade Umbrellas         |
| <input type="checkbox"/> Appetizer Toothpicks    | <input type="checkbox"/> Ice                   | <input type="checkbox"/> Straws                  |
| <input type="checkbox"/> Serving Trays/Bowls     | <input type="checkbox"/> Serving Spoons        | <input type="checkbox"/> Serving Forks           |
| <input type="checkbox"/> Coasters                | <input type="checkbox"/> Drink Mixers          | <input type="checkbox"/> Film/Cameras            |
| <input type="checkbox"/> Noise Makers            | <input type="checkbox"/> Gift Bags             | <input type="checkbox"/> Matches                 |
| <input type="checkbox"/> Bug Spray               | <input type="checkbox"/> Outdoor Heaters       | <input type="checkbox"/> Propane/Charcoal        |
| <input type="checkbox"/> Garbage Bags            | <input type="checkbox"/> Paper Towels          | <input type="checkbox"/> Props                   |
| <input type="checkbox"/> Name Tags               | <input type="checkbox"/> Wine Glass Name Rings | <input type="checkbox"/> Sharpie to mark Glasses |
| <input type="checkbox"/> Game supplies/props     | <input type="checkbox"/> Wrapping Paper        | <input type="checkbox"/> Birthday Candles        |
| <input type="checkbox"/> Wine Away stain remover |  |  |

Music

Signature cocktail – supplies and glasses

Party Games

Make arrangements for any items you'll need to rent or borrow.

Preliminary Preparations: (1 to 2 weeks ahead)

- Phone or email any guests who have not responded to your invitations to get a definite guest count.  
(don't use Twitter for Facebook unless you've invited everyone on your lists)
- Buy or clean everyone's party outfit.
- Do time-consuming housecleaning tasks, inside and out.
- Clean crystal, glassware, china, silverware.
- Check that all appliances are working.
- Buy charcoal or propane if you plan to grill.
- Compile your grocery-shopping list.
- Compile music list – make sure it will last as long as your party.
- Compile liquor list for confirmed number of guests.
- Confirm venues / times / deliveries /pickups with vendors.

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- Check that table linens are clean and ready to go.

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- Decide on tableware and serving pieces. Wash infrequently used pieces.

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- Order any special items or ingredients you'll need.

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- Get started on decorations and centerpieces if you're making them.

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- Make any food items ahead of time and freeze them.

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Gearing Up: (2 to 3 days ahead)

- Notify your neighbors you will be having a party and the time you expect it to be over.
- Remove anything from the bathrooms guests will be using you might not want them to discover.
- Clear clutter and put breakables away.
- Assemble party bags/favors.
- Shop for everything but the most perishable items.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- After you return from shopping, recheck your recipes to make sure you have everything you need.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Plan your timetable for cooking the foods.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- If possible, make nonperishable items, such as snack mixes, ahead.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Confirm services with all vendors.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Assign any tasks to volunteers.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Down to the Nitty Gritty: (1 day ahead)

- Shop for perishable and last-minute items.
- Re-clean the house as necessary, especially bathrooms – check on toilet paper, clean linens  
*Tip: Paper hand towels are a nice touch*
- Decorate for the party.
- Prepare an area for coats, purses, umbrellas.
- If possible, arrange and set your table(s) and serving areas.
- Put slips of paper in each serving piece naming what will go in the dish.
- Prepare as many recipes and ingredients as possible. For example, chop vegetables you'll cook as part of a recipe.
- Thaw frozen items. If the items are perishable, thaw them in the refrigerator.
- Bake Cake if you're doing it yourself or pick up cake at bakery.
- Wrap presents.

### Let's Party: (Party Day)

- Pick up balloons.
- Pick up ice.
- Ice down cold beverages.
- Go over the house again for a final cleaning check. If necessary, move furniture.
- Prepare the foods according to your timetable so everything will finish when needed.
  - Wash dishes as you go along to save cleanup time later.
  - Run the dishwasher, so it'll be empty and ready for party dishes.
- Set tables or set out tableware.
- Finalize decorations.
- Set out food and snacks that won't spoil with wrap over them until the doorbell rings.

### One hour ahead:

- Put all the finishing touches on the meal and tables.
- Clear a spot for placing used dishes as guests finish with them.
- Provide an easily accessible place for garbage.
- Set out cheese and nonperishable appetizers or snacks, if using.
- Instruct volunteers.
- Get dressed.



As the Doorbell Rings: (5 to 15 minutes ahead)

- Open wine, if serving. Set out remaining appetizers and snacks, if using.
- Light candles and turn on music, if using.
- Put cameras and video tape/film where you can get to them.
- Take a moment to freshen up.

***Relax and enjoy!***

# Guest List

Print out as many pages as needed

Mailed	Guest Names	RSVP Date: _____			
		RSVP Yes	Attending No	_____ Call	
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
	Phone: _____		email: _____		
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
	Phone: _____		email: _____		
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
	Phone: _____		email: _____		
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
	Phone: _____		email: _____		
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
	Phone: _____		email: _____		
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
	Phone: _____		email: _____		
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
	Phone: _____		email: _____		
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
	Phone: _____		email: _____		