

PARTY PLANNING CHECKLIST

One Month Before

- Choose the theme
- Determine date and time of party
- Create guest list and mail invitations (be sure to include RSVP date)

3 Weeks Before

- Choose the menu
- Identify list of ingredients you need to buy
- Purchase non-perishable food items
- Create timeline for food preparation
- Prepare any food items that can be made and frozen ahead of time
- Determine plates, utensils, linens, and serving pieces needed (purchase or rent items you need)

2 Weeks Before

- Set the table as a trial run (this alleviates realizing you don't have something at the last minute)
- Call guests who have not yet RSVP'd
- Purchase alcohol and other beverages
- Create timeline for tasks that need to be done the day before and day of the party

1 Week Before

- Perform deep cleaning of house (put away clutter or move unnecessary items into temporary storage space like the attic or basement)
- Clean the oven and refrigerator

2 Days Before

- Decorate room(s) where party is taking place
- Spot clean house

1 Day Before

- Prepare any food that can be refrigerated overnight
- Purchase perishable food items

4 Hours in Advance

- Set table and bar area
- Chill white wine
- Finish food preparation