



Party Planning Checklist

1 month before

- Determine the type of party, theme and formality level
- Set the date
- Prepare your guest list
- Order invitations
- Line up services (bartender, servers, cleaning, etc.)

3 weeks before

- Mail the invitations
- Plan the menu ; determine what you'll cook / what will be catered
- Place order for what will be catered
- Create grocery list for what you will prepare
- Create beverages list

2 weeks before

- Stock the bar; plan on the three to four drinks per guest for a two to three hour party
- Arrange to borrow, rent or purchase items you don't already have
- Prepare music to be played during party

1 week before

- Contact guest who have not responded
- Confirm orders with caterer, baker and any services
- Shop for and prepare any food that can be frozen
- Clean the house thoroughly

4 days before

- Notify neighbors that you'll be hosting a party so they'll be prepared for extra vehicles and noise
- Prepare for accidental spills by having stain remover and cleaning cloths handy
- Clean and polish serving pieces, plates, flatware and glasses you'll be using
- Launder and iron table linens
- Prepare a place for guests' coats

2 days before

- Decorate the party space.
- Arrange furniture for easy traffic flow (fewer chairs than guests encourages mingling)
- Place frozen food in the refrigerator to defrost

1 day before

- Purchase fresh food items (salad greens, fresh bread, seafood, etc.)
- Pick up fresh flowers and arrange
- Assemble foods that can be made in advance
- Give your house a quick recap cleaning

4 to 7 hours before

- Chill wine and other beverages, set up bar

Up to 1 hour before

- Finish any last-minute food prep and set up
- Check final details and be ready to greet first guests