

## Event Planning Checklist

### 2 Months Before

- Determine budget
- Pick a date & time
- Choose your theme
- Reserve location
- Book entertainment
- Make party supply list
- Plan your menu
- Schedule caterer/bartender
- Hire a photographer
- Order invitations
- Create guest list
- Send a save the date card

### 1 Month Before

- Mail or email invitations
- Order party decorations
- Rent tables, chairs, etc.
- Purchase goodie bag items & prizes (if doing a raffle)

### 2 Weeks Before

- Confirm venue and any other hired services
- Make your grocery list
- Test any DIYs
- Shop for outfit
- Create music playlist
- Line up help (housecleaner, babysitter, friend, etc.)
- Purchase or arrange to borrow any needed supplies
- Confirm RSVP headcount

### 1 Week Before

- Send out reminder
- Purchase goodie bag items & prizes (if doing a raffle)
- Assemble goodie bags
- Complete any DIYs

### 2 Days Before

- Purchase groceries & liquor (if not catered)
- Pick up any rented or borrowed items
- Wash and iron table linens
- Purchase any last-minute items

### Day Before

- Send reminder
- Decorate (if hosting at home)
- Charge camera or phone
- Pack your car with party supplies
- Prepare any make-ahead food
- Clean the house inside and out (if hosting at home)
- Wash glasses and serving pieces
- Set-up furniture (if hosting at home)
- Make sure you have plenty of trash cans/bags (if hosting at home)

### Day Of

- Arrive at venue early to set-up
- Meet vendors
- Tidy up house (if hosting at home)
- Prepare any last-minute food
- Buy ice
- Chill beverages (2-3 hours in advance)
- Decorate (and blow up balloons)
- Set-up food and beverages
- Turn on music
- Greet your guests
- Have fun!

### Day After

- Share photos
- Send thank you notes