

THE PERFECT PARTY CHECKLIST

ONE MONTH

- DECIDE THEME
- GUEST LIST
- DECIDE DATE, LOCATION, TIME
- START PURCHASING PARTY SUPPLIES SUCH AS INVITATIONS, PARTY FAVORS, TABLEWARE, AND DECORATIONS

2-3 WEEKS

- SEND OUT INVITATIONS
- PLAN PARTY MENU
- PLAN ACTIVITIES/GAMES
- CREATE A SONG LIST

1 WEEK

- CONTACT ANY GUESTS THAT HAVEN'T RESPONDED TO THE RSVP
- IF ORDERING A CAKE, NOWS THE TIME

2-3 DAYS

- BUY ANY REMAINING PARTY SUPPLIES
- MAKE SURE CAMERA BATTERIES ARE CHARGED
- IF HOSTING THE PARTY AT YOUR HOME, NOW IS THE TIME TO CLEAN UP THE PARTY AREA AND ORGANIZE EVERYTHING

THE DAY BEFORE

- PREPARE ANY FOOD (DIPS/SALSA)
- FINALIZE THE CAKE
- DECORATE THE INDOOR AREA

THE DAY OF

- DECIDE ON DESIGNATED GIFT AREA
- PREPARE ANY FOODS OR DRINKS THAT COULDN'T BE DONE AHEAD OF TIME
- DECORATE OUTSIDE AREA
- ENJOY THE PARTY AND YOUR GUESTS!