

PARTY PLANNING CHECKLIST

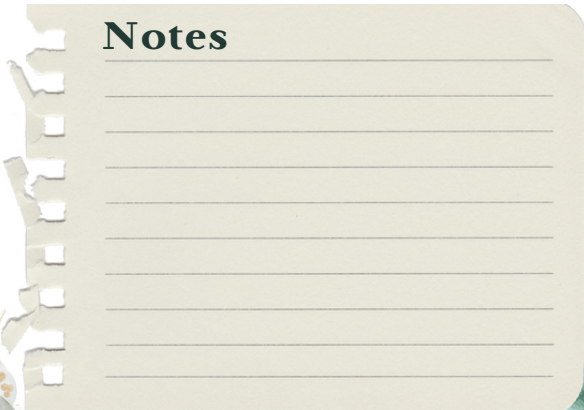
INITIAL PLANNING

- ☐ Choose your party theme
- ☐ Create your guest list
- ☐ Set your budget
- ☐ Pick the date and time
- ☐ Book venue (if needed)
- ☐ Decide indoor/outdoor setup

FOOD & DRINKS

- ☐ Plan your full menu (snacks, mains, desserts)
- ☐ Add dietary-friendly options (vegan, gluten-free, etc.)
- ☐ Decide on drinks (mocktails, cocktails, juices)
- ☐ Order catering or ingredients
- ☐ Arrange serving platters, bowls, utensils
- ☐ Plan food table layout / buffet arrangement

Notes



A spiral-bound notepad with a cream-colored cover and a white page with horizontal lines. The notepad is positioned in the bottom left corner of the page, partially overlapping the floral decorations. The spiral binding is on the left side, and the page is slightly aged with some light brown spots.

INVITATIONS

- ☐ Select or design invitations
- ☐ Send invites (email, WhatsApp, printed, etc.)
- ☐ Track RSVPs
- ☐ Follow up with guests who haven't responded
- ☐ Share directions and parking info

ENTERTAINMENT & ACTIVITIES

- ☐ Create your party playlist
- ☐ Set up speakers/music system
- ☐ Plan games or group activities
- ☐ Prepare prizes or props (if needed)
- ☐ Schedule special moments (cake cutting, speeches)
- ☐ Set up a designated dance / activity area

PARTY PLANNING CHECKLIST

DÉCOR & ATMOSPHERE

- ☐ Choose your theme colors
- ☐ Set up lighting (fairy lights, lamps, candles)
- ☐ Install balloons, banners, or backdrop
- ☐ Decorate tables and seating areas
- ☐ Create a photo booth or selfie corner
- ☐ Add flowers, centerpieces, or greenery

FINAL WEEK PREP

- ☐ Confirm food, cake, or catering orders
- ☐ Reconfirm entertainment or DJ (if applicable)
- ☐ Double-check guest count
- ☐ Declutter and clean party area
- ☐ Prep make-ahead foods
- ☐ Buy last-minute décor items

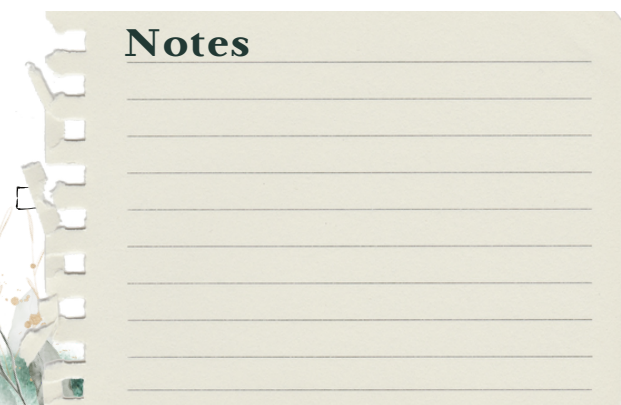
SUPPLIES & EQUIPMENT

- ☐ Plates, bowls, cups, napkins
- ☐ Cutlery (forks, spoons, knives)
- ☐ Serving trays and tongs
- ☐ Ice bucket, cooler, drink dispensers
- ☐ Trash bags & cleaning wipes
- ☐ Extra chairs and tables
- ☐ Party favors / goodie bags

! DAY BEFORE THE PARTY

- ☐ Pick up groceries, cake, snacks
- ☐ Set up decorations
- ☐ Arrange furniture layout
- ☐ Prepare chilled drinks
- ☐ Charge phone, camera, speakers, lights
- ☐ Prepare entry table (gifts, guest book, etc.)

Notes



A spiral-bound notepad with lined pages, decorated with floral and leaf illustrations. The notepad is positioned in the bottom left corner of the page, with its spiral binding visible on the left side. The pages are lined and have a light beige background. The illustrations include green leaves and small purple flowers.

PARTY PLANNING CHECKLIST

PARTY DAY

- ☐ Set up final food and drink stations
- ☐ Light candles / turn on lights
- ☐ Keep a small checklist handy
- ☐ Welcome guests and enjoy the party!
- ☐ Take photos and videos

AFTER-PARTY CLEANUP

- ☐ Pack leftovers in containers
- ☐ Throw away trash and recyclables
- ☐ Gather décor you want to reuse
- ☐ Wipe down surfaces
- ☐ Put furniture back in place
- ☐ Store supplies for next event

Notes

- ## AFTER-PARTY CLEANUP

- ## Notes