

Party checklist



1 The details

- › What's your budget? _____
 - › What's the date? _____
 - › Where will it be held? _____
 - › Is there a theme? _____
 - › What time will it start? _____
 - › Do you need a weather plan B? _____
 - › What activities/entertainment will there be? _____
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2 Guests

- ☐ Put your guest list together
- ☐ Choose your invitations
- ☐ Send your invitations

3 Book it in

- ☐ Book your venue if required
 - ☐ Book any entertainment
 - ☐ Hire - chairs, tables, marquees etc.
 - ☐ Order your cake
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4 Food

- ☐ Plan out your menu
- ☐ Now you'll need a shopping list
- ☐ It's time to go shopping!

5 Decorations & Tableware

- | | |
|--|--|
| <input type="checkbox"/> Balloons | <input type="checkbox"/> Straws |
| <input type="checkbox"/> Foil Balloons | <input type="checkbox"/> Loot bags |
| <input type="checkbox"/> Bunting/Signage | <input type="checkbox"/> Prizes |
| <input type="checkbox"/> Streamers | <input type="checkbox"/> Welcome sign |
| <input type="checkbox"/> Cake topper | <input type="checkbox"/> Tablecloth |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Party hats |
| <input type="checkbox"/> Cutlery | <input type="checkbox"/> Drink dispenser |
| <input type="checkbox"/> Cake stand | <input type="checkbox"/> Napkins |
| <input type="checkbox"/> Cups | |
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6 The day before

- ☐ Prepare food that can be made in advance
 - ☐ Decorate (don't do your balloons just yet)
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7 Last minute to do's

- ☐ Pick up your cake
- ☐ Prepare any food
- ☐ Chill your drinks
- ☐ Blow up your balloons