

## PARTIES/CELEBRATIONS

### PARTY CHECKLIST

#### **4 weeks prior to party or earlier**

- Select a day and time
- Select a location (select an alternate in case of rain) and reserve if necessary
- Obtain necessary permits
- Pay deposits as necessary
- Determine parking
- Select a theme
- Create an invite list with email or mailing addresses
- Create or purchase invitations (and stamps if mailing)
- Determine food needs: catered, potluck, self supplied
- Hire a caterer if needed
- Book entertainment if needed
- Send invitations; request RSVP

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#### **3 - 4 weeks prior to party or earlier**

- Create a food shopping list or discuss menu with caterer
- Create a beverage shopping list and determine need for ice or coffee brewing or discuss needs with bartender
- Assemble recipes if not using a caterer
- Determine if a grill is needed; does it require gas or charcoal
- Determine chair and table needs; rent if needed
- Determine linen and serving needs; rent if needed
- Determine table place settings (paper, plastic, china, glass); rent if needed
- Determine music needs: table for DJ, space for band, location of speaker system, electrical requirements; hire/rent if needed

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#### **2 weeks prior to party**

- Purchase or assemble decorations
- Purchase or assemble supplies: candles, table centerpieces, paper hand towels for bathroom, bug spray if outdoors, games, extra trash receptacles and liners, recycle bins, etc.

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#### **1 week prior to party**

- Check RSVP's for food quantity
- Follow-up with caterer, bartender and entertainment
- Shop for food, beverages and last minute party supplies
- Clean house if needed or check on cleaning needs at party location
- Check for lighting needs at party location
- Charge batteries for cameras

#### **Day of Party**

- Set up tables and chairs if needed
- Set up decorations
- Set up games
- Check bathroom facilities; provide extra toilet paper, hand towels, waste basket
- Prepare food if not using a caterer (can begin day or two before on some items)
- For Potluck party: provide ample table space and extra serving spoons, hot pads for dishes
- Prepare grill if food is to be grilled
- Set up Beverage table with cups, drinks, ice, etc
- Have camera(s) ready to go
- Bathe, change clothes and prepare to greet your guests
- Have final payment and gratuity to any caterers, bartenders or entertainment ready

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