

PARTY PLANNING CHECKLIST

Countdown to your celebration
with this comprehensive to-do list.

4 – 8 months before

- Set the date
- Start your guest list
- Figure out your budget
- Research and hire an event planner
- Choose a theme/concept and colour scheme
- Research and book a venue
- Research and hire a photographer
- Research and hire a videographer

3 – 4 months before

- Research food and beverage ideas
- Hire a caterer (if required)
- Research DJs, musicians and entertainment
- Start collecting guest list information
- Send save the dates
- Research and order invitations
- Research party rentals
- Start planning party decorations and supplies

2 – 3 months before

- Contract suppliers
- Hire a DJ
- Hire musician(s)
- Book entertainment
- Research decor ideas and decorations
- Research rentals (place settings, linens, barware)
- Address and send your invitations

Find party ideas, venues, suppliers and
entertainment at thebash.com

- Buy a gift
- Buy decorations
- Order party favors
- Book decor rentals
- Book your hairstylist and makeup artist
- Reserve hotel blocks for out-of-town guests

1 month before

- Finalize food menu
- Book a bartending or alcohol service
- Confirm meal selections
- Book a bartending or alcohol service
- Order cake/dessert
- Buy attire
- Write speeches
- Book transportation
- Plan parking
- Plan itinerary and music selections
- Finalize guest list
- Finalize the event layout and decorations
- Ask for help with set-up
- Notify neighbors (if required)

1 week before

- Finalize itinerary
- Confirm details with all your vendors
- Finalize transportation
- Buy last-minute essentials
- Clean your home (if required)

1 day before – event day

- Decorate and setup
- Check-in with venue and suppliers
- Set up a coat check
- Finish cleaning and cooking (if required)
- Display food and beverage
- Smile. You're finished!

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Michael Rajnik

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The Party Planning Rita L. Spears,2017-03-05 New at party planning Don t panic if you haven t the first clue where to begin We ll guide you step by step from the moment the idea first comes to mind to the departure of your last guest You ll learn how to decide what kind of party you want to throw where how to budget plan your food and bar menus ideas for party invitations party themes decorating preparing your home and more And we have a Party Checklist Party Timetable Budget Planner Menu Planner Beverage Planner with printouts and links to sites that can provide you with even more ideas This event planner e book contains proven tips and methods that will help you not only plan a successful party but become an awesome confident super host and enjoy every moment of the process Party supplies you ll need Party planning checklist Tips for planning a party Choosing a theme Planning a surprise party Creating cheaper party decorations Making your own party invitations Outdoor and indoor party games Teenage and Adult party games Kids party craft ideas and activities Birthday party ideas Cake decorating ideas Party food ideas Ideas for Party favors *The Party Planning* Rita L.

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Birthday Party Planning Checklist

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The Everything Wedding Checklist Book Holly Lefevre,2010-11-18 The registry invitations reception flowers rings placecards how s a girl to remember it all During this insane time when every detail seems to take on a life of its own brides need help This book provides solutions that target every bride s greatest worry Did I forget something Loaded with timesaving tips this handy guide helps you stay on track and focused with checklists for Making tough budgeting choices Determining wedding party responsibilities Choosing ceremony options Figuring seating plans Packing all that s needed for the honeymoon and much much more With simple step by step checklists for each aspect of planning the wedding of your dreams you won t forget a single thing for your unforgettable day *Event Planner Because Badass Miracle Worker Isn't an Official Job Title* Audrina Rose,2019-12-29 If you are someone who plans parties and events for fun or for a living then this

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[Planner Checklist and Organizer Event Planning](#) Eden Sachse,2018-08-09 Make your plans for any party event Plan your food and we have a Party Checklist Party Themes Decorating Guest Maintain your holiday spirit and avoid stress this book with the ultimate planning tool all in one handy book This book Dimensions 6 x 9 100 pages perfect size to fit into your backpack or book bag [Party Organizer Planner Checklist](#) Snow P.,2020-03-30 Staying Party Organized is a key to the smooth

running of the party whether you have a small immediate family or a large extended family With kids there are always celebrations presents with teachers birthday parties games and plays cooking baking and other fun to keep up with each holiday not just a Christmas Halloween or Thanksgiving This party planner provides all you need to get the pressure and uncertainty out of holidays Even it s just your kids birthday party at home or a big event that needs to be planed all well Like

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Miss Mrs Brown Super-Simple Bachelorette Planner & Journal: Compact Bachelorette Party Planning Journal with Bridal Shower Ideas Checklist Molly Elodie Rose,2018-10-02 Keep Calm You've got this hen do under control Ever wondered who plans the bridal shower and how they do it They start with a good notebook to write all their ideas in Now you can as well with this cute bride or bridesmaid gift Lots of bridal shower ideas and a party planning checklist whether you're organizing a traditional bridesmaids luncheon hens night or stag and doe Keep notes in this journal of the party favors to buy decorations to make naughty games to play and hangover kits bags Book the spa treatments pamper sessions and maybe the stripper What do you do at a bridal shower Have fun but not too much [Shit Just Got Real Wedding Planner Checklist](#) guest List jhon kasbarg,2021-12-06 This Comprehensive Beautifully Designed Wedding Planner Has Everything You Need To Make It Easy For You To Organize And Plan Your Perfect Wedding This Ultimate Wedding Planner got you covered every step of the way and guide you step by step to plan an unforgettable wedding while not going bridezilla WHAT WILL YOU FIND IN THIS ULTIMATE WEDDING PLANNER WEDDING PLANNER WITH 150 PAGES Wedding Expense Trackers for EVERY aspect of wedding planning wedding to do checklist pages and planning guidelines Weekly wedding planning Wedding attire Personal pages Bride's Check List etc Bachelorette Bachelor party Party Planning for both the Bride Groom Guest Lists Pages to keep track of all vendors photographer Catering DJ and Entertainment Florist Wedding Cake Transport etc Vendor Contact Sheets and much more It makes the perfect engagement or bridal gift for the stylish bride to be

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