

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

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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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Rita L. Spears



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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. 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. Spears, 2017-03-04 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

favours *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 favours **Birthday Party Planning Checklist**

Notebook Creative Journals, 2016-12-18 For the party planner in your life or maybe that's you this Birthday Party Planning Checklist Notebook is the ideal way to keep your party planning thoughts and ideas in one place With lines and check boxes you can easily check off your items as you accomplish them Have a fun time staying organized in your new party planner organizer book Party Planner and 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 planned all well Like an Event Organizer Checklist or Task List Tracker this Party Planner Book will help you stay in control and make your party as smooth as you ever imagine So let's get organized Content Party plan overview Sketch art idea party Monthly planner Things to do Invitation card poster mockup Menu planner Groceries list Recipe sheets Cooking schedule Theme decorations Activities entertainments Party timeline Shopping list Party guest list Party budget tracker Card to send a list Important contacts

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

party planner is just what you need Grab this simple and awesome 6 x 9 party journal and begin to plan the party of the year Write down your checklist guests theme and even food and beverage lists with this planner Wedding Planner Checklist Wendy Herman,2017-11-22 You just got engaged Or you ve been engaged for a while but are finally sitting down to plan this party Or maybe you haven t made anything exactly official yet but you know you want to spend your lives together Whichever it is when you re ready to take a deep breath and start planning this is the book you want need to have A Wedding Planner Checklist smart clear focused guidance with a hefty does of reassurance to help you plan your big day From figuring out what you really want as opposed to what everyone else thinks you should want to help you keep an eye on the ceremony itself and the vows a k a why you re throwing this party in the first place Meg helps you cover all the essentials Setting a budget and sticking to it Choosing a venue traditional non traditional and everything in between Hiring good vendors keeping your friendors and why DIY doesn t always save money Catering rentals and everything else Pinterest forgot to tell you Wedding decor a realist s guide Creating and writing a ceremony Getting everyone to show up and have a good time **Party Planning Checklist Journal** Creative Journals,2016-12-17 Party Planning Checklist Journal is a way for you to keep your plans organized Each page is lined and check boxes are beside each line so that you can write down everything that needs to get done and check it off as you go along Keep the party planning stress free and organized Happy party planning **The Complete Party Planner** Ann Drais,2019-10-12 This Beautiful 100 Page Party Planner is just what you need to plan your perfect Dream Day Perfect for planning a Bat Mitzvah Bar Mitzvah Quinceanera Milestone Birthday Party Milestone Anniversary Party Graduation Family Reunion Engagement Party Baby Shower Neighborhood Block Party Retirement Party or any other special event It Includes A Nameplate An organized and well thought out Party planning Checklist 10 12 Months Out 6 9 Months Out 3 5 Months Out 6 8 Weeks Out 3 5 Weeks Out 1 2 Weeks Out The Day Before Budget Planning Sheet Expense Tracking Sheet Party Schedule Planning sheet Menu Planning Sheet Entertainment Games Planning Sheet Guest List Organizer 2 pages Party Seating Chart 4 pages Song Playlist Forms 2 pages Gifts Records Sheets 2 pages Party Plans Notes Pages 80 pages to fill with your thought ideas and plans to make your prefect party dreams come true Party 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

an Event Organizer Checklist or Task List Tracker this Party Planner Book will help you stay in control and make your party as smooth as you ever imagine So let s get organized Content Party plan overview Sketch art idea party Monthly planner Things to do Invitation card poster mockup Menu planner Groceries list Recipe sheets Cooking schedule Theme decorations Activities entertainments Party timeline Shopping list Party guest list Party budget tracker Card to send a list Important contacts Party Planning for Regular People www.PartySavers.net,2003-01-01 Party Planning for Regular People is a guide and checklist designed to help create a terrific party It is written in a simple and easy to use format It also offers tips along with suggestions on the scheduling and list making techniques that can make any party a success The Everything Wedding Organizer Shelly Hagen,2016-12-02 All you need for planning the wedding of your dreams Finding the right venue Picking the perfect dress Deciding on the guest list The list of things that have to be selected viewed tasted signed and completed before your big day can be overwhelming You need a comprehensive resource to plan and track every detail The Everything Wedding Organizer 5th Edition will help you stay organized prepared and relatively stress free for a unique and unforgettable day Inside you ll find helpful advice on Making and sticking to a wedding budget DIY projects Using social media to your advantage Keeping track of vendors and payments Invitation and thank you note etiquette Packed with dozens of worksheets checklists and samples this convenient and irreplaceable guide makes planning your wedding a breeze

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 UITIMATE 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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