

Party Essentials Checklist

2/3 MONTHS BEFORE

- Set budget
- Find venue for chosen date & time
- Write guestlist
- Set theme
- Send invitations
- Book entertainment & food
- Arrange decorations
- Book photographer

1 MONTH BEFORE

- Preview the venue
- Check arrival of decorations & food
- Coordinate with vendors
- Back up plans
- Envelopes with vendor tips
- Confirm transportation
- Go over seating chart
- Make sure you have your outfit



1 WEEK BEFORE

- Confirm arrival of photographer
- Confirm arrival of entertainment
- Collect any last bits & bobs
- Check RSVP list
- Create your party playlist
- Emergency kit
- Second outfit option
- Confirm everything with the venue

THE DAY OF THE PARTY

- Take anything you need to venue
- Confirm plans with vendors
- Set up party playlist with the DJ
- Take photos of the set up before
- Group photos on arrival
- Pop open the bubbly
- Let guests know food times
- ENJOY!

