

| PARTY PLANNING SPREAD OVER 6 EASY WEEKS | | Done? Then ✓ |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------|
| 6 WEEKS BEFORE YOUR PARTY “PARTY BRAINSTORMING WEEK” | | |
| Decide the date, time and location of the party | | |
| Choose a party theme | | |
| Set out a budget for decorations, food and fun. Set aside the cash | | |
| Jot down a guest list of who you’re inviting | | |
| Jot down 3 invitation ideas. Pick one you like (either easiest to do or most fun). Decide if you’ll handmade or buy them | | |
| Jot down 5 decoration ideas based on your theme | | |
| Plan your food menu, inc. cakes, appetizers, snacks and any meals | | |
| Make a grocery shopping list | | |
| Plan your drinks menu, inc. alcoholic and non-alcoholic. Need to buy anything in bulk? Work out where’s cheapest to you. When to buy your drinks? See 1 Week Before | | |
| 4 WEEKS BEFORE YOUR PARTY “INVITATION MAILING + DECORATION BUYING” | | |
| Buy your invites. Set aside the time, if making your own | | |
| Include party details (date, time, etc), RSVP date, dress code and request for dietary needs with your invitations | | |
| Mail your invitations | | |
| From your 5 decoration ideas, choose the 3 easiest to start with | | |
| Buy what you need for your decorations, eg table cloths, throws, hangings, props, posters, candles. Planning flowers? Buy a day or two before the party | | |

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| Creating your own decorations? List what you need, buy and set aside 1-2 days to make them. Enlist help | |
| Anything you need to rent or borrow? E.g. Music system, speakers, extra table cloths, more chairs, fun decorations | |
| 2 WEEKS BEFORE YOUR PARTY “PLAN ACTIVITIES + FAVORS; BUY ALL FOOD” | |
| Check which guests have RSVP'd | |
| Chase guests who haven't replied (and nudge them) | |
| List 5 fun party activities you could do. Think: party games, dancefloor, quizzes, scavenger hunts, singalongs, stuff your guest of honor loves | |
| Choose 3 you like. You can always add more later | |
| Plan and create your chosen activities | |
| Buy all food and snack items | |
| Jot down 5 party favors you could buy, based on your party theme | |
| Buy your party favors | |
| 1 WEEKS BEFORE YOUR PARTY “CHECKING PARTY PROGRESS WEEK” | |
| Check which guests have RSVP'd | |
| Chase guests who haven't replied (nudge again) | |
| Finalize headcount based on guests who've confirmed | |
| Plan to take photos using a digital camera? Make sure it's charged and has memory sticks | |
| If using a laptop, check this is in working order | |

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| Friends performing, as part of your party activities? After headcount confirmed, ring up a few you know and make arrangements | |
| Create your music playlists (for dancefloor and party background music) (on iTunes or CDs) | |
| Make some foods/dishes ahead of time and freeze | |
| Plan timetable for any pre-party cooking | |
| Buy all drinks, including wine | |
| Using poems to say thank you, for party favors? Create these | |
| 2 TO 3 DAYS BEFORE YOUR PARTY “DECORATING YOUR PARTY BEGINS. LAST MINUTE FOOD” | |
| Wash and check all cutlery, glasses, cups, plates. Check you've got bottle openers | |
| Clean your house. Lock away any valuables. Tidy up | |
| Check your bathroom has toilet paper and clean towels | |
| Rearrange room(s) and furniture, if you need to | |
| Decorate your party - banners, props, balloons, streamers | |
| Store party activities in an area you have easy access to | |
| Shop for last minute stuff, e.g. fresh fruit, flowers, napkins | |
| Defrost any foods/dishes you've frozen | |
| ON THE DAY OF YOUR PARTY “LAY OUT FOOD/DRINK/ACTIVITIES. LAST MINUTE DECOR. TIMEOUT” | |
| Decorate your party - banners, props, balloons, streamers (if you've got extra to add) | |
| Create a cloakroom area; and a separate changing area, if guests need to change into their fancy dress | |

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| Set your food tables; and an area for your favors | |
| Walk through the house, checking everything is in order | |
| Put on some party music. Open a window or two for fresh air | |
| Give yourself a timeout to get ready, e.g. a long bath, a glass of wine, a quick nap, a singalong, stretches | |
| Check on your party activities, to remind yourself of what they are | |
| Set out any perishable hors d'oeuvres or snacks | |
| Chill your drinks. Check you've got a bottle opener | |
| Make coffee. Set out tea bags | |
| Uncork the wine. Put out any punch | |
| POST-PARTY "THE BIT WHERE YOU CAN FINALLY RELAX" | |
| STRAIGHT AFTER | |
| Tidy up, run the dishwasher, enlist friends to take down your decorations and help clear up | |
| TWO DAYS AFTER | |
| If appropriate to your party, write and send out thank you cards to your guests | |
| Upload photos, either to share with guests or for last minute costume contests | |
| Mail your best party pics with your thank you cards | |