

← WITH♥UT A HITCH EVENTS →

Party Planning Worksheet

Occasion: _____

Date: _____ Time: _____

Location: _____

Budget: _____ # of Guests: _____

Start here

3 MONTHS BEFORE

- Determine budget & number of guests
- Choose a date, time, & place
- Reserve the location

1-2 MONTHS BEFORE

- Choose a theme or color palette
- Send invitations
If you're asking guests to RSVP, include a date 1 week before the party
- Plan the menu, create a shopping list & order food (or choose a caterer)
- Take inventory of supplies you have & what you'll need to get
Consider serving pieces, flatware, glasses, linens, tables, tent and seating
- Book entertainment

2-3 WEEKS BEFORE

- Choose decorations & party favors
- Plan activities, games or crafts
- Order the cake
- Line up any help you'll need

1 WEEK BEFORE

- Follow up with anyone who hasn't RSVP'd to get a final headcount
- Write out the schedule of events
- If you're serving alcohol, stock the bar
For a 2-3 hour party, plan 3 bottles of wine for every 4 guests, or 3-4 cocktails per guest

2-3 DAYS BEFORE

- Give your non-invited neighbors a heads up, especially if you expect noise or a lot of cars parked in the street
- Create a playlist
- Make room in the fridge/freezer
- Wash dishes and iron linens
- Finish grocery shopping

1 DAY BEFORE

- Set out tables and chairs
Putting out fewer chairs than guests will encourage mingling
- Finish any cooking that can be done ahead of time
- Set up extra trash cans, garbage bags and recycling bins
- Assemble party favors & decorate
- Choose a spot for cards & gifts

DAY OF THE PARTY

- Finish last-minute cooking
- Buy ice & chill beverages
- Set out appetizers or snacks
- Check the bathrooms
Empty trash, set out clean guest towels, stock toilet paper
- Greet guest as they arrive
- Have FUN!

Yay!