



## PARTY PLANNING:

# Checklist

### 2 WEEKS BEFORE

- Pick a Day
- Create a Guest list
- Decide on your budget
- Make / Send out Invites

### 1 WEEK BEFORE

- Make a list of Supplies
- Plan the Menu
- Plan the Games
- Clean up Garden / Area the party will be held / Clean the car if you are taking everyone out.
- Make up Custom decorations / Party Favors

### 2 DAYS BEFORE

- Grocery Shop for food
- Confirm Final Number of Guests

### THE DAY BEFORE

- Clean Inside and Outside the house (Or Pack car if having the party way from home).
- Wash plates, cups & Serving ware.
- Prepare and refrigerate any Make ahead food.
- Organise and Set up party Games
- Set up the Decorations & Party table
- Bake and Decorate the cake

### PARTY DAY!!!!

- Turn on the Music.
- Blow up the balloons.
- Put the Drinks on ice.
- Prepare last minute food and set the table.
- Get the Camera ready.

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Go Have  
Some FUN!  
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