



Party Planning Timeline

One to two months before

- Set the date, time and place of the party
- Decide on a party theme or color scheme
- Determine your budget and estimate the cost of your party
- Start to brainstorm ideas
- Start to purchase non-tangible supplies
- Contact and hire outside party vendors if applicable (face painter, bounce house rental, princess, etc.)

One month before

- Chose an invitation
- Start on party decor (things that require assembly before hand, etc.)
- Continue to purchase non-tangible party supplies needed
- Order cake/desserts if applicable

Three weeks before

- Mail or deliver invitations
- Make sure you have all non-tangible items that you need for the party
- Start on party favors
- Continue to work on party decor, etc.

Two weeks before

- Create a master grocery shopping list for all tangible items needed for the party
- Prepare any food items/treats that can be frozen
- Make sure you have enough seating/tables, etc.

One week before

- Set up a "mock party" or sketch out your party set up so you can get a visual
- Follow up with guests who have not sent an RSVP
- Create a music playlist on iPod, etc.
- Write names of guest on party favors

Two days before

- Purchase groceries and tangible items on your list
- Wash cake stands, glassware & serving pieces, etc.
- Start putting up party decor

Day before

- Iron table cloths or linens needed
- Start setting up actual party
- Set out cake stands, food trays, etc. in proper places

Morning of

- Chill drinks
- Finish setting everything up
- Prepare your guest bathroom
- Set out garbages, etc.

Two hours before

- Finish all food preparation

One hour before

- Put out all food/dessert
- Turn on iPod playlist
- Sit down and relax/rejuvenate before guests arrive!