



Party Planning Checklist

by CreateKeepsakeCrafts.com

3 Months before Party:

- Pick a Theme
- Decide on the date and time
- Book the event location (some venues book out months in advance, so do your research early)
- Research Decorating and Event Day Activities such as Entertainment, Make & Take Crafting, Game ideas and Party Favors that fit your theme

2 Months Before Party:

- Book your vendors - rentals, catering, entertainment, flowers, face painters, DJ, etc.
- Finalize the selection of your Event Day Activities
- Create a Step-by-Step set of instructions for each Event Day Activity you've selected. Start with a heading using the Activity Name, next list the supplies you will need, then the instructions
- Start a single detailed list of supplies you will need to purchase for each Event Day Activity
- Start a single detailed list of Things To Do for the Event
- Start gathering theme related decorations, look for items you already have

1 Month before Party:

- Create a final guest list and send out invitations
- Update all of the lists you created crossing out action items you've completed and shopping items you've purchased. Then add any new items you may need that aren't on the lists
- Order any specialty items you may need to allow time for delivery

2 Weeks before Party:

- Shop for decorations, crafting and game supplies from your lists
- Create a sample of each craft you'll have at your event so there are no surprises on Event day. It's great to have a sample on-hand, and a full understanding of what your guests will be creating so you can answer any questions your crafters may have.
- Create DIY decorations

1 Week before Party:

- Shop for all remaining non-perishable party supplies you need from lists
- Confirm with all Vendors that still need to provide any services for your Event
- Make up any food items that you can create and freeze ahead of time, this will save you time later

2 Days before Party:

- Shop for all perishable party supplies from your lists
- Pick up Rentals

1 Day before Party:

- Make sure no items are left on any of your lists and create a new fresh list if you have to. You don't want to forget any last minute details for tomorrow after all of the hard work you've done!
- Decorate and set up your tables and chairs
- Set up Crafting Table & Game Areas, make sure every craft and game Activity is separated, so you can easily pick up the group of items when you need them!
Gather all of your Serving Utensils for each of the food items you will be serving - bowls, serving utensils, etc
- Group and stage all of the non-perishable food items in the areas they will be displayed
- Prepare food items

Day of Party:

- Finish putting out decorations that couldn't be put out early
- Do a final walk-thru of your event, make final fixes you may see, make sure the craft table has all of the needed supplies and the game area is ready to go
- Coordinate your vendors
- Chill drinks 1 hour before event starts
- Display food
- Make sure your Craft table is manned and the games are ready to go
- Welcome your guests and let the fun begin!!