

THROW THE PARTY OF THE YEAR *Checklist*





ALYSSA'S KITCHEN

MY PARTY CHECKLIST

2 Months Before

Week Commencing ___ / ___ / ____

- ☐ Decide on a party theme
- ☐ Set a date, time and duration for the party
- ☐ Venue: If you are not having it at your own home, secure and book a venue for your date
- ☐ Create a Guest List, and consider sending out a "Save the Date" message
- ☐ Set a budget, consider: Food/Catering (including disposable plates, glasses and cutlery); Celebration Cake; Drinks (for children and adults as per your Guest List), Decorations, Entertainment, Invitations.
- ☐ Entertainment: If you are hiring entertainment such as a performer, MC, or other, book them for your date
- ☐ Plan for any Audio/Visual technology you may need for music or video/slides
- ☐ Photography: Hire a photographer for your date, or if you are using your own equipment, check it is in working order, you have space on your card, and batteries and spare batteries hold a strong charge.
- ☐ Create an inclement weather back up plan, if needed
- ☐ Invitations: Order bespoke invites, buy off-the-shelf, or make them yourself, making sure you have enough printer ink. Ask your guests about any food allergies you need to be aware of so you can cater for their needs.

Notes



4 Weeks Before

Week Commencing ___ / ___ / ____

- ☐ Plan your menu and party décor, make a shopping list of perishable and non-perishable goods
- ☐ Send out your invitations
- ☐ Decide on activities, entertainment and games
- ☐ If you are holding the event at your home, do you need extra chairs, tables or other equipment such as a marquee? Do you need to create extra shade for sun protection? If so, see what you can borrow, or book it now.

3 Weeks Before

Week Commencing ___ / ___ / ____

- ☐ Order your Celebration Cake. Consider the style of cake that best suits your guest list and your party theme, whether that may be a classic sponge cake, a tart, cheesecake, cupcakes, or even a mousse cake. Your pâtissier can help you!
- ☐ Make your music playlist, test out your speakers and equipment if you can.

2 Weeks Before

Week Commencing ___ / ___ / ____

- ☐ Venue / Extras: Make your final payments to your venue or any rental company for tables, chairs and so on if you are holding your event at home.
- ☐ Buy party decorations and non-perishables such as plates, napkins, plastic cups, table decorations, piñata, party prizes, thank you cards, birthday candles and party hats.



- ☐ Decide on your outfit for the party – does anything need dry cleaning?
- ☐ Rally extra help if needed

1 week before

- Contact any guests that have not RSVP'd
- Confirm all vendors
- Finalise menu
- Shop for non-perishable food/drinks, chill if possible.
- Prepare food items that can be frozen
- Wrap party prizes
- Decide on trays and bowls for food that will be served

3 days before

- Put any food from freezer into fridge to defrost
- Clean house
- Mow lawn
- Confirm with entertainment

1-2 days before

- Final grocery shopping
- Prepare any remaining food that can be prepared ahead
- Buy ice and containers for drinks that could not be prechilled
- Make sure bathroom is clean and stocked with toilet paper
- Plan for gift location (if needed)
- If you are picking up chairs, tables etc, arrange to have them picked up or delivered.
- Pick up birthday cake

Day of the Party

- Decorate – Banners, Blow up balloons, table decorations.
- Set up area with table and chairs
- Put ice in buckets and chill drinks
- Finish preparing food and put party food in oven and organise cups, plates etc
- Prepare food on trays
- Place garbage bins in various locations
- Get the music ready to be put on



- Get the camera out
- Final cleaning check
- Put birthday cake out on plate and put candles on
- Put Party outfit on
- Take lots of pictures
- Keep track of all gifts (name and gift given)
- Enjoy your time

After the fun

- Write personalised thank you cards
- Process pictures from party and share
- Arrange to have equipment picked up or returned
- Write reviews for any vendors you have used