

# Party Checklist

## 6 to 8 Weeks Before

- Set a Date
- Choose a Theme
- Create a Guest List
- Book Venue
- Book Entertainment
- Order Invitations

## 3 to 4 Weeks Before

- Mail Invitations
- Plan Activities
- Plan Menu
- Purchase Party Supplies
- Purchase Party Favors

## 1 to 2 Weeks Before

- Create a Party Schedule
- Assemble Party Favors
- Purchase paper goods
- Compile Grocery List
- Finalize Guest Count

## 1 to 2 Days Before

- Purchase & prepare food
- Finalize Decorations

## Day of the Party

- Enjoy every minute!

*Dear Ellie James*