

## PARTY PLANNING CHECKLIST

Countdown to your celebration  
with this comprehensive to-do list.

### 4 – 8 months before

- ☐ Set the date
- ☐ Start your guest list
- ☐ Figure out your budget
- ☐ Research and hire an event planner
- ☐ Choose a theme/concept and colour scheme
- ☐ Research and book a venue
- ☐ Research and hire a photographer
- ☐ Research and hire a videographer

### 3 – 4 months before

- ☐ Research food and beverage ideas
- ☐ Hire a caterer (if required)
- ☐ Research DJs, musicians and entertainment
- ☐ Start collecting guest list information
- ☐ Send save the dates
- ☐ Research and order invitations
- ☐ Research party rentals
- ☐ Start planning party decorations and supplies

### 2 – 3 months before

- ☐ Contract suppliers
- ☐ Hire a DJ
- ☐ Hire musician(s)
- ☐ Book entertainment
- ☐ Research decor ideas and decorations
- ☐ Research rentals (place settings, linens, barware)
- ☐ Address and send your invitations

Find party ideas, venues, suppliers and  
entertainment at [thebash.com](http://thebash.com)

- ☐ Buy a gift
- ☐ Buy decorations
- ☐ Order party favors
- ☐ Book decor rentals
- ☐ Book your hairstylist and makeup artist
- ☐ Reserve hotel blocks for out-of-town guests

### 1 month before

- ☐ Finalize food menu
- ☐ Book a bartending or alcohol service
- ☐ Confirm meal selections
- ☐ Book a bartending or alcohol service
- ☐ Order cake/dessert
- ☐ Buy attire
- ☐ Write speeches
- ☐ Book transportation
- ☐ Plan parking
- ☐ Plan itinerary and music selections
- ☐ Finalize guest list
- ☐ Finalize the event layout and decorations
- ☐ Ask for help with set-up
- ☐ Notify neighbors (if required)

### 1 week before

- ☐ Finalize itinerary
- ☐ Confirm details with all your vendors
- ☐ Finalize transportation
- ☐ Buy last-minute essentials
- ☐ Clean your home (if required)

### 1 day before – event day

- ☐ Decorate and setup
- ☐ Check-in with venue and suppliers
- ☐ Set up a coat check
- ☐ Finish cleaning and cooking (if required)
- ☐ Display food and beverage
- ☐ Smile. You're finished!

# Party Planner Guide Checklist Announcingit Com

**Ann Drais**



## **Party Planner Guide Checklist Announcingit Com:**

The Top Books of the Year Party Planner Guide Checklist Announcingit Com The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels enthralling the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the engaging narratives that have charmed audiences this year. Party Planner Guide Checklist Announcingit Com : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Party Planner Guide Checklist Announcingit Com : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Party Planner Guide Checklist Announcingit Com : Delia Owens' "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and gripping novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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## **Table of Contents Party Planner Guide Checklist Announcingit Com**

1. Understanding the eBook Party Planner Guide Checklist Announcingit Com
  - The Rise of Digital Reading Party Planner Guide Checklist Announcingit Com
  - Advantages of eBooks Over Traditional Books
2. Identifying Party Planner Guide Checklist Announcingit Com
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Party Planner Guide Checklist Announcingit Com
  - User-Friendly Interface
4. Exploring eBook Recommendations from Party Planner Guide Checklist Announcingit Com
  - Personalized Recommendations
  - Party Planner Guide Checklist Announcingit Com User Reviews and Ratings
  - Party Planner Guide Checklist Announcingit Com and Bestseller Lists
5. Accessing Party Planner Guide Checklist Announcingit Com Free and Paid eBooks
  - Party Planner Guide Checklist Announcingit Com Public Domain eBooks
  - Party Planner Guide Checklist Announcingit Com eBook Subscription Services
  - Party Planner Guide Checklist Announcingit Com Budget-Friendly Options
6. Navigating Party Planner Guide Checklist Announcingit Com eBook Formats
  - ePub, PDF, MOBI, and More
  - Party Planner Guide Checklist Announcingit Com Compatibility with Devices
  - Party Planner Guide Checklist Announcingit Com Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Party Planner Guide Checklist Announcingit Com
  - Highlighting and Note-Taking Party Planner Guide Checklist Announcingit Com
  - Interactive Elements Party Planner Guide Checklist Announcingit Com
8. Staying Engaged with Party Planner Guide Checklist Announcingit Com

- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Party Planner Guide Checklist Announcingit Com
9. Balancing eBooks and Physical Books Party Planner Guide Checklist Announcingit Com
- Benefits of a Digital Library
  - Creating a Diverse Reading Collection Party Planner Guide Checklist Announcingit Com
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Party Planner Guide Checklist Announcingit Com
- Setting Reading Goals Party Planner Guide Checklist Announcingit Com
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Party Planner Guide Checklist Announcingit Com
- Fact-Checking eBook Content of Party Planner Guide Checklist Announcingit Com
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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