

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

- ☐ 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



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