

# PARTY PLANNER

## Date & Time:

### THREE TO FOUR WEEKS BEFORE THE PARTY.

(Get out your calendar now & mark this date!)

Contact the entertainer to confirm date & time.

Make a guest list.

Make a tentative schedule of party activities.

Decide which decorations and gifts to make and which to buy.

List all supplies needed.

Plan the party menu.

### TWO TO THREE WEEK BEFORE THE PARTY.

Make/buy invitations.

Mail or drop off invitations.

Buy party supplies.

Start making part decorations and party bag inserts.

Order cake from bakery if you're not making your own.

Arrange for extra help.

### ONE WEEK BEFORE THE PARTY.

Finish decorations and gifts.

Confirm any orders placed for cake and/or party supplies.

Bake cake and freeze it, if making your own cake.

Make any foods that can be prepared ahead of time and store in freezer.

Write out a final schedule of activities for the party.

### TWO TO THREE DAYS BEFORE THE PARTY.

Buy remaining food for the party.

Check all batteries for the camera/camcorder. *(often forgotten!)*

Get an exact guest count. Tally responses and call those who haven't responded.

Call to confirm any services or entertainment.

### ONE DAY BEFORE THE PARTY.

Finish decorating the cake, or pick up from the bakery.

Child-proof party area.

Decorate any *indoor* areas.

Prepare all 'Do-Ahead' food.

### THE DAY OF THE PARTY.

Prepare the rest of the food.

Decorate the *outside* party area.

Mark the outside party area.

Keep your schedule of party activities handy.

Please feel free to print this to use.

Steve