

Party Planning Checklist

Review this checklist before you start planning your event. Cross items off the list as you complete them.

12-26 Weeks Before Party

- Develop the timeline and budget
- Choose theme
- Write invitation list
- Determine, recruit, and secure sponsors
- Plan party activities
- Interview and hire caterer
- Set up a record keeping process in a binder
- Book entertainment
- Set the location of the event
- Order party decorations and graphics
- Secure necessary city/county permits
- Determine security needs
- Price and order extra tables/chairs to rent

10-15 Weeks

- Send invitations
- Plan the menu and provide preliminary head count
- Decide on the playlist
- Determine a central space for medical and mobility needs
- Determine transportation access
- Determine audiovisual needs
- Contact media, if necessary

6-8 Weeks Before

- Hire additional help
- Take inventory of cookware and dishes
- Secure linens
- Make a floor plan and seating arrangement
- Determine lighting
- Provide final head count to caterer

2-4 Weeks Before

- Verify final details with the venue
- Conduct a site walk-through
- Confirm permits have been obtained

- Confirm security
- Call media to confirm attendance, if necessary
- Confirm delivery time of rental items
- Confirm information with speakers/special guests

1-2 Weeks Before

- Finalize and print the agenda and participant list
- Clean any crystal, china, and silverware
- Launder and iron linens
- Assemble materials/favors for distribution to guests
- Print name tags, if applicable
- Pick up party decorations/graphics
- Stock the bar

Party Day

- Arrive early
- Check the set-up
- Finish any last-minute decorations
- Make sure permits are accessible
- Check the registration area
- Make sure name tags and supplies are plentiful
- Make sure staff members are in their assigned locations
- Allow time for run-throughs if requested by speakers/special guests
- Make sure that directional signs are appropriately placed
- Pack a supply kit with first aid items
- Set up clean-up stations
- Specify a place for coats and bags
- Finish any last-minute cooking
- Greet guests as they arrive

After the Event

- Conduct a wrap-up meeting, if necessary
- Prepare a written summary and evaluation of the party
- Complete event/party binders and records
- Review invoices and send payment for any outstanding invoices
- Send thank you cards and notes of appreciation