

Party Planning Checklist

LUCKY STARS PLANNING

6-8 WEEKS BEFORE

PICK A DATE & TIME
SET A BUDGET
MAKE A GUEST LIST
DECIDE ON THEME
BOOK VENUE
ORDER INVITATIONS
BOOK DJ/PHOTOGRAPHER

3-5 WEEKS

SEND INVITATIONS
PLAN MENU
PLAN DECOR
PLAN GAMES/ACTIVITIES
ORDER PARTY FAVORS
START ANY DIY PROJECTS

2 WEEKS

ORDER FOOD/CATERER
ORDER CAKE/CUPCAKES/COOKIES
CREATE GROCERY LIST
BUY PARTY SUPPLIES
CONFIRM WITH VENUE/DJ/PHOTOGRAPHER
MAKE GROCERY LIST

WEEK OF

BUY REMAINING PARTY SUPPLIES
FINISH DIY PROJECTS
MAKE PARTY BAGS
SHOP FOR GROCERIES
PICK UP ANY CHAIRS, TABLE CLOTHS ETC.

DAY OF PARTY

GET CAKE/CUPCAKES/COOKIES
PICKUP BALLOONS/DECORATIONS
SET-UPFOOD/DRINK TABLES
SETUP FAVOR TABLE/CANDY BAR
SET-UP GAMES
ENJOY!