

PARTY CHECKLIST

3 WEEKS TO GO!	2 WEEKS TO GO!	ONE WEEK TO GO!
Pick your theme and budget	Plan menu and drinks. If alcohol is on the list, also plan for non-drinkers and children	Buy non perishable food and food that goes into the freezer
Create a guest list and send out the invites	Decide on games/activities and buy games if needed	Make your own ice cubes or buy them readymade
If calling, then do so now so people can plan to attend	Sort out party supplies on hand and make a list of supplies to be purchased- includes utensils, crockery, cutlery, table linen, candles, balloons, banners.	Order cake/flowers/food if it's to be delivered
Book entertainment	If deciding on party favours/loot bags, buy them now.	Call all guests who have not RSVP'd as yet.
		Buy drinks

2 DAYS TO GO!	1 DAY TO GO!	PARTY TIME!!!
Clean out the fridge and make space for party items	Clean bathrooms and dust house	Prepare snacks and lay out the table
Confirm entertainment	Defrost food from the freezer	Give the guest bathroom a last minute once-over and ensure you have toilet paper/clean towels out
Ensure you have garbage bags and enough of food storage boxes for leftovers	Blow balloons and decorate room- put up banners, put out tablecloth, hang up streamers etc.	1 HOUR TO GO- Stop fretting and ensure you have time for a relaxing shower. Remember, your friends are here to party, not judge you or your home.
Check to see your camera has batteries and/or is charged	Ensure you have space to stock the party favours and party games close on hand	
Ensure you have matches/lighter for candles	If you are buying the cake and flowers, do so now. Also pick up any last minute food/snacks	
Make space for coats/boots if needed and ensure you have enough guest parking passes on hand	If you are having the cake/flowers delivered, call to remind them	

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