

Party Planning Organizer - Let the celebration begin!

Party Prep Timeline

Two to Four Weeks Ahead

- Create a budget
- Draw up a guest list
- Decide on a menu: appetizers, main dishes, side dishes, desserts, beverages
- Send invitations (four weeks ahead if party surrounds a major holiday)

Two Weeks Ahead

- Assemble party favors, if desired
- Start compiling party music, games, and other entertainment

One Week Ahead

- Review menu and shop for ingredients (minus fresh produce and/or fresh meat)
- Read all recipes that you will be making and create food prep timeline (see attached timeline)
- Purchase/set out decor items and candles, firewood, etc.
- Finalize RSVPs

Three Days Before

- Clean serving pieces, stemware, glassware and utensils
- Clean house (make sure the guest bathroom is spotless!)
- Clean and press table linens if you're using your own
- Set table or layout buffet table

Two Days Before

- Purchase fresh meats
- Make sure camera is charged and ready
- Finalize play list for party

One Day Before

- Purchase fresh produce and if applicable, fresh flowers
- Arrange flowers
- Set up the bar
- Lay out serving pieces and utensils
- One more quick run with the vacuum cleaner and dusting cloth
- Stock plenty of toilet paper and put out the guest towels
- Place/hang decor items. Set up candles, fireplace, etc.
- Chill beer and wine (if necessary) and non-alcoholic drinks

Party Day

- If applicable, purchase fresh seafood
- Buy party ice
- Eat something light before guests arrive
- Light the candles, fire, etc.
- Press play for your music

Food Prep Timeline - Let the celebration begin!

Menu:

Appetizer: _____

Starter: _____

Main: _____

Dessert: _____

Of the above items, write down below what you can do days before the party:

Several days before the party:

2-3 days before the party:

Working backwards from when your party starts, make a timeline below with the food that needs to be prepped and any other items that need to be done the day of the party:

_____ am/pm _____
_____ am/pm _____
_____ am/pm _____
_____ am/pm _____
_____ am/pm _____
_____ am/pm **PARTY STARTS!** _____