

# PARTY CHECKLIST



	weeks before	Date
<input checked="" type="checkbox"/> Decide party date and time	6-8	
<input type="checkbox"/> Choose a theme	6-8	
<input type="checkbox"/> Compile guest list	6-8	
<input type="checkbox"/> Send invitations	4-6	
<input type="checkbox"/> Book venue or prepare home	4-6	
<input type="checkbox"/> Plan menu and order catering /Select signature drink	4	
<input type="checkbox"/> Design and order decorations	4	
<input type="checkbox"/> Arrange photo timeline display	3	
<input type="checkbox"/> Prepare memory jar and cards	3	
<input type="checkbox"/> Organize speeches/video tribute	2	
<input type="checkbox"/> Plan games/activities	2	
<input type="checkbox"/> Order cake or desserts	2	
<input type="checkbox"/> Arrange seating and layout	1	
<input type="checkbox"/> Confirm RSVPs	1	
<input type="checkbox"/> Set up audio/visual equipmen Finalize day-of schedule	Day before	