

Ultimate Party Planning checklist

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4 Weeks Prior to Event

- Set a date
- Pick a venue (home or another location)
- Create guest list and obtain addresses or emails
- Set a budget
- Book musicians/DJ
- Order invitations if sending by mail
- Determine theme (if applicable) and begin gathering décor

3 Weeks Prior to Event

- Order flowers
- Order cake (if applicable)
- Send invitations (if sending by mail)
- Plan menu or hire caterer
- Rent/purchase any tables, chairs, coat racks dishes or glassware as needed

2 Weeks Prior to Event

- Hire any help needed for set up, serving, valet or clean up
- Order napkins, party favors, banners
- Send out digital invitations
- Shop for party clothes

1 Week Prior to Event

- Assemble grocery shopping list
- Set out serving pieces, dishes and platters
- Evaluate linens for repair or stains
- Develop music playlist, slideshow

5 Days Prior to Event

- Stock bar
- Shop for non-perishable items
- Count RSVPs and contact anyone who has not responded

3 Days Prior to Event

- Arrange or remove furniture; have any rented furniture delivered
- Decorate
- Clean house or have service clean (trust me, it's better to outsource this step!)
- Wash serving pieces, platters and flatware; polish silver

2 Days Prior to Event

- Decorate
- Finish grocery shopping and purchase any perishable items
- Iron table linens
- Stock guest bath with towels, tissue, soap, etc.

1 Day Before Event

- Pick up and arrange flowers
- Don't forget ICE!
- Do any last minute grocery shopping
- Prepare any food that can be prepped ahead of time.
- Place serving pieces on table(s) with note of what should go in that dish
- Set up drink station(s)

Day of Event

(at least 3 hours before guests arrive)

- Finish food and heat any hot dishes
- Chill drinks
- Quickly dust, vacuum or sweep as needed; clean guest bathroom
- Arrange chairs, tables, etc.
- Place trash cans in convenient places around the house/exterior
- Set out non-perishable foods
- Put out signs or balloons to direct guests to the event

1 hour Before Event

- STOP working to get dressed and ready for your guests

15 minutes Before Event

- Set out any perishable food, drinks/ice
- Light candles/adjust lighting
- Put any pets that are not "party animals" in another part of the house
- Start music
- Relax!

Enjoy your event! It's your welcoming home and relaxed demeanor that your guests will enjoy and remember....Happy Hosting!