**EVENT PLANNING CHECKLIST**

Here is a party-planning checklist to help you create and plan the perfect event!

**1 Month Before the Event:**

 \_\_\_ Choose a theme and the type of party you would like to throw

 \_\_\_ Set the date and time of the event

 \_\_\_ Create a budget

\_\_\_ Pick a location

 \_\_\_ Make a guest list

\_\_\_ Mail or e-mail invitations to your guests

**3 Weeks Before the Event:**

 \_\_\_ Choose the menu; appetizers, main dishes, side dishes, desserts and beverages

 \_\_\_ Create a realistic timeline for preparing your chosen recipes

 \_\_\_ Make a list of all the ingredients you need to purchase

 \_\_\_ Prepare any items than can be frozen ahead of time (this will save you time closer to the event)

 \_\_\_ Reserve rented items such as plates, glassware, tables, chairs, etc., and arrange for delivery on party day

 \_\_\_ Hire a bartender if desired

**2 Weeks Before the Event:**

 \_\_\_ Purchase the wine, liquor and beer for your event. Arrange for delivery at your party location.

\_\_\_ If you are having a potluck meal, let your guests know what to make

\_\_\_ Start compiling party music, games and other entertainment

 1 Week Before the Event:

 \_\_\_ Follow up with guests who have offered to bring a covered dish

 \_\_\_ Make space in the refrigerator or freezer for ice and other groceries

 \_\_\_ Prepare recipes that keep well up to a week

 \_\_\_ Purchase all remaining non-perishables

 **2 Days Before the Event:**

 \_\_\_ Clean your house, if you are having the party at your home

 \_\_\_ Wash dishes and silverware to be used for the event

\_\_\_ Defrost frozen items in the refrigerator

 **1 Day Before the Event:**

 \_\_\_ Purchase any perishables, such as salad, bread and seafood

\_\_\_ Purchase and arrange flowers

\_\_\_ Assemble any foods that can be made in advance

\_\_\_ Decorate the location of the party to help set the tone and mood

 \_\_\_ Set up the bar

**The Day of the Party**

\_\_\_ Buy ice for the party

\_\_\_ Chill beer, white wine and champagne

\_\_\_ Finish preparing food