

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