

Party Planning Schedule

2 months before:

- Choose a date for the party
- Decide on a theme
- Create guest list

6 weeks before:

- Create or order invitations

1 month before:

- Reserve space (if needed)
- Mail invitations
- Choose food, gather recipes
- Make a shopping lists for items needed

3 weeks before:

- Purchase party supplies and favors
- Start homemade decorations and games
- Clean serve ware you will be using
- Choose games/activities for the party
- Order cake (if you are not making it)

1 week before:

- Call guests who have not yet responded
- Make space in refrigerator to store food
- Assemble favor bags
- Clean house thoroughly

3 days before:

- Purchase food for party

1 to 2 days before:

- Bake cake
- Decorate house
- Prepare make-ahead food
- Charge camera and video camera batteries
- Quick touch-up on house

Day of:

- Prepare rest of the food
- Put up any remaining decorations
- Set up games