

last minute Party Planning Checklist

date, time, place:

date: _____
time: _____
place: _____

party theme:

entertainment:

drinks:

menu:



party checklist:

- pick a date
- make a guest list
- pick a location
- pick a theme
- send e-vites
- delegate
- plan table setting
- entertainment
- plan a menu (food and drinks)
- make a shopping list
- go shopping
- plan the food lay out
- clean the house
- set up the party
- prep the food
- prep the drinks
- put on party clothes and party!