

# Party Prep Checklist

## Planning the Party

- Theme** (if you're having one)  
Picking this first will help you start to piece everything else together.
- Guest List**  
Who will be invited and how many people will you need to cater for
- Date, Location & Time**  
When, where and at what time are you holding this shindig and do you need to book it in advance?
- Invitations**  
Once you have the above figured out it's time to think of creating the invitations and getting them in the post. You could create your own from scratch or use a service like Tiny Prints or similar and just enter the information in and get them ready to mail out. Don't forget to ask about dietary requirements, either on the invite or on a separate note.
- Decorations**  
Think about what decorations you would like for the party (and what goes with your theme if you have one) and what your budget is. If you're going to craft up a storm, like me, think about what supplies you need and what can be done early. Also keep an eye out for party supplies that are on sale that match the look you're going for!
- Write a Menu** (include drinks)  
Even if you're having the party catered, think about the menu and what you'll need early on. Also think about budget and the age of your guests. Decide what you will make yourself and what you will buy - try not to take on too many things that will need to be cooked on the day as that's super stressful!
- Cake**  
If it's a birthday party there is usually some kind of cake. Decide whether you will order a special one, pick up one from the supermarket or make one yourself! Also make sure there's enough to go around. Cupcakes can be a great alternative to cake as it's easier to know how many you'll need.
- Activities for your Guests**  
This will depend on the type of party and age of your guests but having some activities for them to participate in is a great way to ensure it's a fun party! It could be some bubble blowers or entertainment for kids or some craft activities or even a dance floor and some music for people to enjoy. You could even do old school games like pass the parcel or twister if you're going for a retro feel.
- Party Favours**  
Then comes the party favours to say "thanks for coming to my party". You could go traditional with a bag of lollies/candy or you could give them something that matches your theme, like cookies or lip gloss or a tote bag. A friend gave our superhero capes at her son's superhero party! They were a huge hit!
- Thank You Notes**  
These come after the party but are great to think about in the planning stages because you can often get a good deal when you order them together with the invites. Even if you're designing from scratch, thinking about them all at the start is a great way to keep it all together.

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## The week before

- Double Check with the Venue and follow up on missing RSVPs**  
If you're not having the party at your house, double check with the venue that you're all booked in and what time you can arrive to set up. Also follow up on any missing RSVPs if you know you have to cater for a certain amount.
- Get Your Decorations Ready**  
If you haven't already, collect them all in a box or one central place so they're easy to find on party day. If they need to be transported, having them in a box will help too! If you're doing helium balloons, organise this for the day. Buy any you may have forgotten.
- Cutlery, Crockery & Glasses** (or paper or plastic versions)  
If you need to have cutlery, crockery and glasses or paper or plastic versions, get these ready now. Depending on the party will help you decide what to use.
- Buy the Food for the Party and do any cooking needed**  
Now is the time to start cooking that menu and checking pick up dates and times for things you have ordered. Do a supermarket shop for any of the things you can pick up from there - don't forget extra rubbish/trash bags and ice for your cooler/esky if you're having it at home.
- Cake**  
Organise the pick up of the cake or bake it a day or so before and have space in your fridge for it.
- Organise the Activities for your Guests**  
If you're doing activities for your guests, get everything you can ready in a box or tub so that it's ready for party day.
- Pack and Prepare the Party Favours**  
Get these out of the way and into a box so that they're ready to go for party day.
- Charge your Camera Battery**  
For photos of the day.

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## On the day

- Do Party Set Up**  
Get all the decorations set up and decide what time the cake will come out (and timing for any other food too - if that's in your control). Also set up an activity or snacks so that people have something to do when they arrive.
- Set up a Gift Table**  
Decide if there will be a present opening moment or if presents will be opened when they are received. Have somewhere presents can be kept once received.
- Set up the Food Area**  
Cutlery, Crockery, Glasses, food, drinks, etc.
- Activities**  
Set them up and give instructions if necessary and try to also enjoy!
- Breathe & Let the Day Run as it Will**  
Don't forget to enjoy the party and try not to rush around organising the whole day
- Cake Time**  
Have the cake and get someone to take some good photos. Make sure you're in at least some photos!
- Party Favours**  
Hand them out as guests are leaving and thank them for coming
- Party Clean Up**  
Clean up or box up as much as you can after the party is over so that you can relax afterwards

## The week after

- Send Your Thank You Notes**  
Write and send the thank you notes for those who attended the party