



Ultimate party planning checklist: How to plan a party in 19 steps

LET'S GET STARTED!



Download the ultimate party planning checklist

- ✓ **Step 1:** Answer the big-picture questions
- ✓ **Step 2:** Start thinking about numbers
- ✓ **Step 3:** Work out what the goal is
- ✓ **Step 4:** Download a party planning checklist

Party essentials and supplies list

- ✓ **Step 5:** List the supplies you'll need
- ✓ **Step 6:** Customize your party essentials



Months before the party

- ✓ **Step 7:** Pick a theme
- ✓ **Step 8:** Choose and book the venue
- ✓ **Step 9:** Finalize the guest list and order invites
- ✓ **Step 10:** Research vendors

One month before the party

- ✓ **Step 11:** Send out the invites
- ✓ **Step 12:** Book vendors
- ✓ **Step 13:** Decide on decor
- ✓ **Step 14:** Finalize the entertainment

Three weeks before the party

- ✓ **Step 15:** Follow up on RSVPs
- ✓ **Step 16:** Day-of logistics and last-minute orders

The day before (and the day of) the party

- ✓ **Step 17:** Decorate and set up the venue
- ✓ **Step 18:** Pay everyone last-minute

After the party

- ✓ **Step 19:** Send thank you notes

Order your party essentials with

