

PARTY PLANNER GUIDE

Event Date: _____
Theme: _____

3 WEEKS BEFORE:

1. *Decide on guest numbers.*
2. *Send out invitations.*

ASK YOURSELF:

- How many people fit around your dining table (*if it's a sit-down do!*)
- How many people can you fit comfortably in your entertaining space: backyard/living room?
- Do you need to get extra seating?

2 WEEKS BEFORE:

1. *Plan your menu.*
2. *Ask a friend(s) to help for the day (if you need it).*
3. *Create your party playlist.*

TAKE NOTE:

- Do any guests have extra dietary requirements?
- Spotify has an abundance of playlists you can choose from if you don't have any appropriate music. Play around and see which playlists suit your theme.

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1 WEEK BEFORE:

- 1. Do your first round of shopping.*
- 2. Do a thorough house clean.*
- 3. Clean your linen, crockery and cutlery.*
- 4. Let your neighbours know you have an event on and it may get a bit noisier than usual.*
- 5. Check the weather forecast and plan ahead!!*

ASK YOURSELF:

- Do you have all the dry goods you'll need?
- Is all the 'good china' (*so to speak*) in good condition?
- What main areas will guests be in and how will you set up the space? If you can set up the space at this point then do so!
- Is there enough toilet paper!! Is there enough wine?!!

3 DAYS BEFORE:

- 1. Set your dining table and cover it up so it doesn't get dusty.*
- 2. Start decorating areas where guests will be.*
- 3. Set out extra garbage bags somewhere where you can direct guests.*

1 DAY BEFORE:

- 1. Finish your grocery shopping.*
- 2. Prep any food you can.*
- 3. Prepare your dessert & chill the drinks.*
- 4. Get some fresh flowers!*
- 5. Put away any 'private' items (e.g. from bathroom drawers).*
- 6. Do some light dusting if required.*

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ON PARTY DAY:

- 1. Do all the cooking you can before guests arrive.*
- 2. Do a quick walk around to make sure you're ready for guests to arrive.*
- 3. Turn the Music On!!*

AN HOUR BEFORE GUESTS ARRIVE:

- 1. Set out any appetizers that won't spoil. Make sure they're well wrapped so they stay fresh.*
- 2. Get yourself party ready!*

PARTY TIME:

- 1. Set out any drinks from the refrigerator.*
- 2. Turn UP the music!*
- 3. Welcome your guests.*

ENJOY YOUR PARTY AND YOUR FRIENDS!!!

NOTES:

- You've prepped well and everything should be ready so you can spend time with your guests and not be stuck in the kitchen.
- If you can get help with any of the stages you'll be well set to have a great gathering!
- Just have fun!!

After the party at some point text all your guests to thank them for attending!

The background of the page features a light blue color with a pattern of horizontal stripes. Overlaid on this are stylized palm fronds in various shades of blue and white, creating a tropical aesthetic. The text is centered at the top in a dark blue, serif font.

*YOUR PARTY PLANNER
GUEST LIST:*

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*YOUR PARTY PLANNER
MENU:*

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*YOUR PARTY PLANNER
NOTES:*