





**ALYSSA'S  
KITCHEN**

*MY PARTY CHECKLIST*

**2 Months Before**

**Week Commencing** \_\_\_ / \_\_\_ / \_\_\_\_\_

- Decide on a party theme
- Set a date, time and duration for the party
- Venue: If you are not having it at your own home, secure and book a venue for your date
- Create a Guest List, and consider sending out a "Save the Date" message
- Set a budget, consider: Food/Catering (including disposable plates, glasses and cutlery); Celebration Cake; Drinks (for children and adults as per your Guest List), Decorations, Entertainment, Invitations.
- Entertainment: If you are hiring entertainment such as a performer, MC, or other, book them for your date
- Plan for any Audio/Visual technology you may need for music or video/slides
- Photography: Hire a photographer for your date, or if you are using your own equipment, check it is in working order, you have space on your card, and batteries and spare batteries hold a strong charge.
- Create an inclement weather back up plan, if needed
- Invitations: Order bespoke invites, buy off-the-shelf, or make them yourself, making sure you have enough printer ink. Ask your guests about any food allergies you need to be aware of so you can cater for their needs.

**Notes**

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## 4 Weeks Before

Week Commencing \_\_\_ / \_\_\_ / \_\_\_\_

- Plan your menu and party décor, make a shopping list of perishable and non-perishable goods
- Send out your invitations
- Decide on activities, entertainment and games
- If you are holding the event at your home, do you need extra chairs, tables or other equipment such as a marquee? Do you need to create extra shade for sun protection? If so, see what you can borrow, or book it now.

## 3 Weeks Before

Week Commencing \_\_\_ / \_\_\_ / \_\_\_\_

- Order your Celebration Cake. Consider the style of cake that best suits your guest list and your party theme, whether that may be a classic sponge cake, a tart, cheesecake, cupcakes, or even a mousse cake. Your pâtissier can help you!
- Make your music playlist, test out your speakers and equipment if you can.

## 2 Weeks Before

Week Commencing \_\_\_ / \_\_\_ / \_\_\_\_

- Venue / Extras: Make your final payments to your venue or any rental company for tables, chairs and so on if you are holding your event at home.
- Buy party decorations and non-perishables such as plates, napkins, plastic cups, table decorations, piñata, party prizes, thank you cards, birthday candles and party hats.



- Decide on your outfit for the party – does anything need dry cleaning?
- Rally extra help if needed

### **1 week before**

- Contact any guests that have not RSVP'd
- Confirm all vendors
- Finalise menu
- Shop for non-perishable food/drinks, chill if possible.
- Prepare food items that can be frozen
- Wrap party prizes
- Decide on trays and bowls for food that will be served

### **3 days before**

- Put any food from freezer into fridge to defrost
- Clean house
- Mow lawn
- Confirm with entertainment

### **1-2 days before**

- Final grocery shopping
- Prepare any remaining food that can be prepared ahead
- Buy ice and containers for drinks that could not be prechilled
- Make sure bathroom is clean and stocked with toilet paper
- Plan for gift location (if needed)
- If you are picking up chairs, tables etc, arrange to have them picked up or delivered.
- Pick up birthday cake

### **Day of the Party**

- Decorate – Banners, Blow up balloons, table decorations.
- Set up area with table and chairs
- Put ice in buckets and chill drinks
- Finish preparing food and put party food in oven and organise cups, plates etc
- Prepare food on trays
- Place garbage bins in various locations
- Get the music ready to be put on



- Get the camera out
- Final cleaning check
- Put birthday cake out on plate and put candles on
- Put Party outfit on
- Take lots of pictures
- Keep track of all gifts (name and gift given)
- Enjoy your time

### **After the fun**

- Write personalised thank you cards
- Process pictures from party and share
- Arrange to have equipment picked up or returned
- Write reviews for any vendors you have used