

# Party Planning Checklist

Checklist · 25 items · 6 sections

The complete party planning checklist for birthdays, holidays, graduations, and any celebration. Organized by timeline so nothing falls through the cracks.

Open the editable version online:

<https://genechecklist.com/checklist/party-planning-checklist>

## 4-6 WEEKS BEFORE

- Set party budget  
HIGH
- Choose date, time, and rough guest count  
HIGH
- Select venue: home, park, rented hall, or restaurant private room  
HIGH
- Choose party theme or style
- Create guest list with contact information  
HIGH

## 3-4 WEEKS BEFORE

- Send invitations: digital (Evite, text, email) or physical cards  
HIGH  
*Include: date, time, location, RSVP deadline, theme (if any), dietary restrictions question*
- Plan menu: decide on catered, potluck, or home-cooked  
HIGH
- Order or plan birthday cake or desserts  
HIGH
- Plan drinks: alcoholic and non-alcoholic options  
HIGH
- Order or plan decorations: balloons, banners, tablecloths, centerpieces
- Plan activities or entertainment: games, DJ, slideshow, photo booth
- Buy or make party favors (if applicable)

## 1-2 WEEKS BEFORE

- Follow up with non-responders: confirm headcount  
**HIGH**
- Buy non-perishable food and drink items  
**HIGH**
- Create playlist (Spotify, Apple Music: 3-4 hours for a long party)

## DAY BEFORE

- Confirm cake pickup time (if ordering from bakery)  
**HIGH**
- Set up decorations  
**HIGH**
- Prepare make-ahead food and refrigerate  
**HIGH**

## DAY OF

- Buy fresh food, ice, and last-minute items  
**HIGH**
- Set up food and drink stations before guests arrive  
**HIGH**
- Set up trash and recycling bins in visible, accessible spots
- Have phone charged for photos
- Designate someone to greet guests so host isn't stuck at door
- Assign someone to help with cleanup during and after party

## AFTER THE PARTY

- Send thank-you messages to guests after the party