



Holiday Party Checklist



4-6 weeks before

Party notes

- Determine budget and date
- Choose theme
- Build guest list
- Secure venue
- Send invitations
- Create Facebook event
- Plan food and drink menu
- Hire entertainment
- Plan and order decorations

1-2 weeks before

- Confirm guest count
- Finalize food and drink menu
- Make grocery list
- Organize entertainment schedule
- Purchase party favors

The day before

- Decorate party space
- Prep food and drink
- Set up tables and seating
- Final check with entertainment

