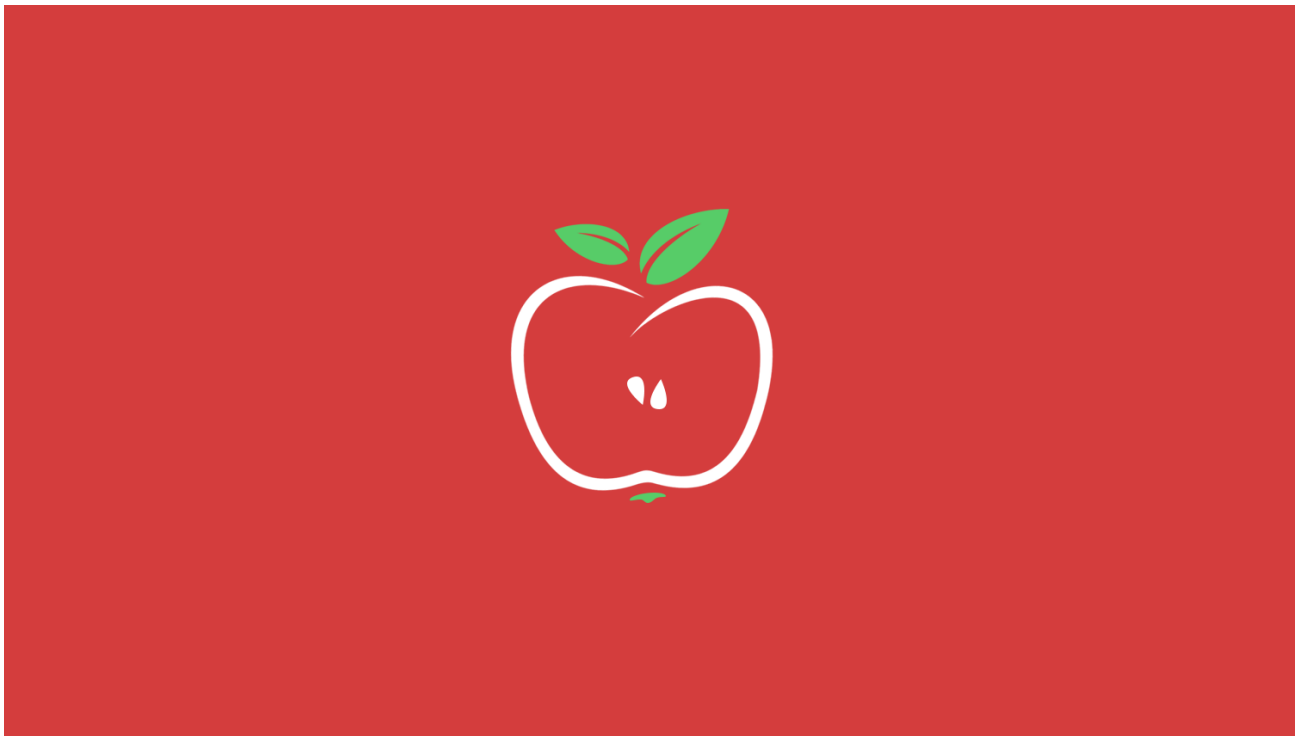
Cocktail Party Checklist: Free Detailed Planning Guide



3 Weeks Ahead

- [ ] Choose a date & time: Verify date for conflicts, Call key invitees to choose best date
- [ ] Choose a theme
- [ ] Invite guests: Make the guest list, Gather addressss, Create an invitation

2 Weeks Ahead

- [ ] Send invitations

1-2 Weeks Ahead

- [ ] Send any remaining invites or additions
- [ ] Map the party layout
- [ ] Plan the bar setup
- [ ] Start 5 shopping lists (see shopping checklists): Decorations & Supplies, Liquor Non-perishables & Frozen, Foods Perishables, Last minute Items
- [ ] Plan decorations, then add items to the appropriate list
- [ ] Incorporate birthday festivities
- [ ] Order decorations from PartySwizzle.com
- [ ] Plan drinks, then add items to the appropriate list : Alcohol->Liquor list, Mixers->Non-Perishables list, Garnishes-

>Perishables list

- [ ] Plan food, then add items to the appropriate list
- [ ] Determine dishes, serving trays, glassware & pitchers needed: Bar supplies, Two hors d'oeuvre serving trays, Cocktail glasses, Bowls or dishes for garnishes, nuts, toothpicks (fresh & used), dipping sauce, shrimp tails, etc.
- [ ] Pitchers for: Specialty drink Juices & mixers Water Liquid waste at the bar
- [ ] Label dishes and pitchers to avoid confusion later
- [ ] Check indoor & outdoor lighting and walkways for needed repairs
- [ ] Determine any household and home improvement supplies
- [ ] Buy Decorations & Supplies
- [ ] Reserve any needed rental supplies
- [ ] Hire bartender, if applicable
- [ ] Install dimmer (rheostat) switches

1 Week Ahead

- [ ] Launder tablecloths, towels, rugs
- [ ] Check weather & plan outfit
- [ ] Drop-off dry cleaning
- [ ] Create party playlist in iPod or make CDs
- [ ] Buy Non-perishables
- [ ] Buy Liquor
- [ ] Order flowers, if applicable
- [ ] Call all invitees that have not viewed the invitation
- [ ] Polish any silver you will be using

3-4 Days Ahead

- [ ] Light house cleaning
- [ ] Thorough bathroom cleaning
- [ ] Clean fireplace, if needed
- [ ] Pick up dry cleaning
- [ ] Arrange for a few close friends to “help” and get to the party 15 minutes early

2-3 Days Ahead

- [ ] Prepare anything you can freeze for your hors d'oeuvres (this may require an extra trip to the grocery to buy some

perishables on your list)

- [ ] Clean/mow/trim/shovel outside areas including front walk, door mat, front door, and smoking area

2 Days Ahead

- [ ] Clean out your refrigerator, you will need the space
- [ ] Upload/clear out pictures in camera
- [ ] Peel doilies for serving trays
- [ ] Call any important invitees that have not RSVP'd
- [ ] Arrange furniture, stereo and lighting
- [ ] Start placing decorations
- [ ] Clear area for coats, put out umbrella stand
- [ ] Confirm bartender & rentals

1 Day Ahead

- [ ] Defrost frozen foods
- [ ] Buy Perishables
- [ ] Pick up rentals
- [ ] Pick up flowers
- [ ] Prepare sauces & fillings
- [ ] Prepare anything that is served chilled
- [ ] Prepare Jell-o shooters, store on baking sheets in refrigerator
- [ ] Prepare anything that needs to marinate overnight
- [ ] Setup the bar including alcohol, unopened mixers and pitchers
- [ ] Finish placing decorations
- [ ] Setup smoking area
- [ ] Charge camera battery
- [ ] Make simple syrup, if needed
- [ ] Mix specialty drink
- [ ] Listen through playlist to see if any adjustments are necessary
- [ ] Set fireplace, if using
- [ ] Cash and cab numbers on hand
- [ ] Remove any "interesting" prescriptions from the medicine cabinet

- [ ] Stock extra roll of toilet paper in bathrooms

Day Of Party

- [ ] Morning: Prepare garnishes, cover with a wet paper towel
- [ ] Prep as much of the food as possible : Herb garnishes, Drain ingredients, Pre-cook any food possible, Take out butter & items for softening, Prepare spreads, Cut vegetables Assemble hors de oeuvres that won't get soggy, Crisp Bouchees
- [ ] Afternoon: Put out any signage, Last minute tidying and spot-check decorations, Empty trash cans, especially bathrooms, Assemble hors d'oeuvres, store on baking sheets in refrigerator
- [ ] Run dishwasher
- [ ] Set outdoor decorations & lighting

3 Hours Before:

- [ ] Buy last-minute items and ice. Store ice in freezer and ice chests.
- [ ] Empty dishwasher and set out bus trays for dirty glasses and trash
- [ ] Put away any valuables

2 Hours Before:

- [ ] Adjust thermostat. Cooking, guests, candles & stereo will generate extra heat.
- [ ] Get yourself ready
- [ ] Get yourself ready

1 Hour Before:

- [ ] Take out any hors d'oeuvres to be served room temperature

30 Minutes Before:

- [ ] Turn music shuffle off and crossfading on (for iPods). Start the pre-party playlist (30 minutes of songs before the party playlist). See Making Music.
- [ ] Arrange first hors d'oeuvres on trays
- [ ] Turn on and adjust outdoor lighting
- [ ] Light fireplace, if using
- [ ] Have your key friends, which you invited to come early, mix you a cocktail

15 Minutes Before:

- [ ] Light all candles, then adjust dimmers
- [ ] Fill the ice bucket
- [ ] Take any chilled mixers and garnishes to the bar, fill pitchers
- [ ] Remember: never put ice in juice and specialty drink pitchers
- [ ] Pre-heat oven, if needed

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