Party Checklist



Let's start planning

- [ ] Make list of people to invite.
- [ ] Mark the date on your calendar.
- [ ] Send invitations (by mail, e-mail, or phone).
- [ ] Plan the menu, including the beverages.
- [ ] Make shopping list (food, paper goods, decorations).
- [ ] Plan cooking schedule: Determine what can be made ahead and frozen, day before, and that day, and what you are buying already prepared.
- [ ] Make list of equipment needed (rental chairs and table).
- [ ] Plan the layout of the rooms. (Make sure all the food tables are not right on top of each other to ensure smooth flow for people to mingle.)
- [ ] Plan music.
- [ ] Plan lighting.
- [ ] Buy or make a centerpiece or other decorations.
- [ ] Check your stock of cleaning supplies for before and after the party.
- [ ] Make sure you have all the platters and serving pieces you'll need.

During the party

- [ ] Coat rack (hangers or a separate room to put coats)

- [ ] A place to put boots or umbrellas
- [ ] Ice, ice bucket, ice tongs, or scoop
- [ ] Cocktail napkins (2 per person)
- [ ] Candles
- [ ] Paper towels
- [ ] Extra toilet paper
- [ ] Plates (appetizer, salad, dinner, dessert) - you can order deli trays for your party!
- [ ] Glasses (water, wine, mixed drink, beer, soda, coffee); some beverages can use the same type of glass
- [ ] Silverware (Think through each course; a fresh spoon or stirrer is necessary for coffee.)
- [ ] If grilling, check the tank, charcoal, lighter fuel, bug spray, and citronella candles
- [ ] Coffee and assortment of tea bags
- [ ] Cream and sugar
- [ ] Salt and pepper
- [ ] Wine, beer, and soda chilled
- [ ] Wine and bottle opener
- [ ] Bar garnishes (lime, lemon, olive)
- [ ] Charged camera battery
- [ ] Garbage bags
- [ ] Dishwashing soap
- [ ] Club soda (for any thing that may spill, a great spot remover)
- [ ] Space to chill beverages. It takes beer, wine, and soda 20 minutes to chill on ice. A large tub or cooler can be used in a back room.

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