

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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