

Party Planning checklist

Sweet 16 Party Planning Checklist



- ☐ Set party date, place and time
- ☐ Decide on a theme
- ☐ plan the guest list
- ☐ Send invitations
- ☐ Decide on the menu (fill out party food printable)
- ☐ Place orders (cake, favors, supplies, tables, chairs, etc)
- ☐ Purchase or make decorations (make a list of items)
- ☐ Make a party playlist
- ☐ Plan party activities and games
- ☐ Put together party favors
- ☐ Touch base with guests who haven't replied
- ☐ Make a picture slideshow & print pictures
- ☐ Order thank you cards
- ☐ Clean house (if party is at house) or start packing up decorations for on location party
- ☐ Make day Of party schedule
- ☐ Make a day Of party to do list
- ☐ Charge Camera & video camera

- ☐ Buy food and drinks
- ☐ Start baking & setting up tables & serving pieces

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