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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