Logo, company name

Description automatically generated

Party Planning Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Who** | **When** | **How much** | **Notes** | **🗹** |
| Determine time and location |  |  |  |  |  |
| Pick alternate location if needed |  |  |  |  |  |
| Register event with City |  |  | FREE |  |  |
| Distribute “Save the Date” cards |  |  |  |  |  |
| Plan how others can contribute | (Bring a dish to share, bring your own, bring your own grill item, contribute money) | | | |  |
| Plan activities for children and adults |  |  |  |  |  |
| Distribute invitations |  |  |  |  |  |
| Plan food |  |  |  |  |  |
| * Appetizers, munchies |  |  |  |  |  |
| * Salads |  |  |  |  |  |
| * Meals |  |  |  |  |  |
| * Desserts |  |  |  |  |  |
| Plan beverages |  |  |  |  |  |
| * Water |  |  |  |  |  |
| * Child beverages |  |  |  |  |  |
| * Adult beverages |  |  |  |  |  |
| Bring supplies |  |  |  |  |  |
| * Name tags |  |  |  |  |  |
| * Tables/table cloths |  |  |  |  |  |
| * Chairs (or bring your own) |  |  |  |  |  |
| * Plates, cups, napkins, silverware |  |  |  |  |  |
| * Garbage can(s) |  |  |  |  |  |
| * Grill, fire starter |  |  |  |  |  |
| * PROP donation sign and bin |  |  |  |  |  |
| * Prizes/giveaways |  |  |  |  |  |
| * Decorations |  |  |  |  |  |
| Clean up after event |  |  |  |  |  |