



The Easy! Party Checklist

2 Months Prior

Party for
of guests
Location
Date / Time
Decide on theme
Send Invitations
Choose & Book Main Activities
Book Caterer / Cake (if applicable)

1 Month Prior

Confirm RSVP Estimate
Order Supplies
Themed T-shirt / Outfit
Banner or Poster
Themed Balloons
Themed plates / cups
Plastic forks/spoons / etc.
Cupsake wrappers / cake topper
Order themed cookies
Thank you cards
Favors
Gifts for Recipient
Plan Additional Games & Activities

Five Days Ahead

grocery shop
Confirm Caterer / Vendors
Plan Menu
Create any printables or DIY items
Confirm RSVPs, Email reminder
Wrap gifts for recipient
Decorate party area (if at home)
Collect Tables, chairs, etc for easy set up
Find tablecloths and other party items
Bake desserts (1 day ahead)
Buy flowers
Pick up balloons

Day Of

Set Up Tables
Gift Table
Dessert Table
Lunch/Dinner Settings
Food Table
Pick up Balloons
Prepare food
Work with vendors
Decorate
Relax!!!

Menu Outline

Crustal Plate (Cheese, grapes, veggies)
Easy Snacks (Pretzels, Goldfish)
Appetizers
Lunch/Dinner Items
Themed Desserts
Cake
Drinks
Other

Easy Bake Party Planner

M Walker



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