

PARTY CHECKLIST

Our advice for a stress-free party!

ONE MONTH BEFORE

- Set your time, date and place
- Create your guestlist and send invites
- Book any entertainment
- Recruit any help

THREE WEEKS BEFORE

- Plan your menu & drinks (placing orders if needed)
- Order any decor, table and glassware

ONE WEEK BEFORE

- Plan your dedicated areas
- Shop for any groceries and supplies
(Don't forget the ice!)

THREE DAYS BEFORE

- Notify your neighbours
- Check in with your suppliers and helpers

DAY BEFORE

- Set up your furniture and dedicated areas
- Arrange any decorations
- Give your house a once over

ON THE DAY

- Display food and drink
- Turn up the music
- Greet your guests
- Have fun!