

Carlson Craft Party Planning Checklist

2-3 Months

- Set a date
- Create a guest list
- Establish a party budget
- Select a party theme
- Find and reserve a location

1 Month

- Order party invitations and respond cards
- Purchase decorations and party favors
- Plan activities
- Plan menu
 - Hire caterer
 - Order cake

2-3 Weeks

- Send party invitations and respond cards
- Purchase non-perishable food and drinks for party if no caterer
- Purchase paper plates and disposable cups
- Buy any gifts needed

1 Week

- Confirm reservations and give final head count to caterer
- Begin to clean and prepare your house
- Place order for food

Day Before

- Decorate your house or venue
- Prepare foods if no caterer
- Get camera and camcorder together and working
- Pick up cake if ordered
- Buy perishable drinks and food if no caterer

The Day

- Finish all food preparations if no caterer
- Mark the outside of the house or party location with balloons and signs