

PARTY PLANNING CHECKLIST

Stay organised for a stress free party

6 weeks before your party

- Set the date, time and duration.
- Pick the theme/style of your party.
- Create a guest list.

5 weeks before your party

- Decide on your menu. (or call Figmint Catering!)
- Decide on your beverages. (or call Figmint Catering!)
- Contact and book any entertainment or organise any activities you are considering. (or call Figmint Catering!)
- Create a list of all the items you will need for your party.
- Check which items you already have in stock (tables, chairs, table linen, crockery, cutlery, glassware, serving ware, tea pots and decorations).
- Create a list of all the items you will need to purchase.
- Organise any hire equipment you may need.
- Organise one or two helpers (friend, family or hired) to assist you with drinks and food service on the day.

4 weeks before your party

- Send an e-invitation or a paper invitation.
- Order/buy any items you will need if you are going DIY.

2 weeks before your party

- Finalise all details with your caterer, the entertainment and rental company.
- Check items and purchase any items still needed.
- Organise friends to help you set up before the party.
- If you are making decorations, start now.
- Follow up with any guests who haven't RSVP'd and finalise the guest list.
- Confirm guest numbers with your caterer and rental company (or call Figmint Catering!)

The week before the party

- Test the sound system and create/organise your playlist.
- Order the flowers and organise delivery/pick up for the day before the party.
- Purchase liquor and non-perishables.
- Reconfirm your entertainment and finalise any activities.
- Choose your outfit and dry clean if necessary.

3 days before your party

- Thoroughly clean the party area and any rooms where your guests will be and the bathroom/s.
- Have the hire equipment delivered and the marquee set up (if you've ordered them).

2 days before the party

- Move any furniture and de-clutter.
- Shop and prepare perishable food if going DIY.
- Wash and iron the table linen (if using).
- Get your camera out and make sure the battery is charged.

1 day before the party

- Collect the flowers, arrange them and place them in the bathroom/s etc.
- Organise and set up the bar and polish the glasses.
- Chill the beverages.
- Continue preparing any food items.
- Clean/polish the serving ware.

The morning of the party

- Start the day off on a good note. Today is going to be fun!

Midday on the day of the party

- With your helpers, set the dining tables, linens, crockery, cutlery (if using) and decorations.
- Finish preparing any food items.

2 hours before the party

- Get ice, if needed (or get one of your helpers to arrange it).
- Chill the beverages if they aren't already.
- Shower and get ready.

1 hour before the party

- Do a quick double check that you have everything ready and in its place.

30 minutes before the party

- Start the music.
- Pour yourself and your helpers a drink and admire your superior organisational skills.

*It's party time! Make having fun a priority,
Remember a happy hostess = happy guests.*