

PARTY PLANNING TIMELINE



3-4 WEEKS BEFORE	<ul style="list-style-type: none">• Invite all your guests (Helpful hint: Give them a week to RSVP so you get an idea of numbers)
2-3 WEEKS BEFORE	<ul style="list-style-type: none">• Purchase or borrow any decorations, lights or equipment you'll need (ie. balloons, ice buckets)
1-2 WEEKS BEFORE	<ul style="list-style-type: none">• Create a playlist• Finalise your food and drinks options• Clean serving dishes and glassware
2-3 DAYS BEFORE	<ul style="list-style-type: none">• Shopping time! Buy food, drinks, garbage bags, napkins and toilet paper
1-2 DAYS BEFORE	<ul style="list-style-type: none">• Clean your house/party area• Rearrange furniture (if necessary)• Prepare food items (but don't bake yet!)
5 HOURS BEFORE	<ul style="list-style-type: none">• Arrange plates, cutlery and napkins on the buffet• Arrange glasses on the bar
2 HOURS BEFORE	<ul style="list-style-type: none">• Buy ice!
1 HOUR BEFORE	<ul style="list-style-type: none">• Put the cold food out on the buffet (Helpful hint: Keep the wrapping over it until the first guest rings the doorbell)• Put anything that needs cooking into the oven (Helpful hint: set a timer!)• Fill the ice buckets (with both ice and beverages)• Fill a plastic bin with warm soapy water and keep hidden in the kitchen• Get the tunes pumping
10 MINUTES BEFORE	<ul style="list-style-type: none">• Pour yourself a drink and relax!