

Party Planning Guide

General Info

Type of Entertaining? _____
(Open house, birthday party, BBQ, etc)

Formal or Informal? _____

Date and Time/Duration _____

Theme or Special Note for Guests? _____

Guests (for further detail, see Guest Checklist)

Number of people attending _____ Deadline for extending invitations _____

Food (for further detail, see Menu Planner)

Appetizers? Main Dishes? Side Dishes?

Salad? Bread? Desserts?

Beverages (for further detail, see Beverage Checklist) Supplied or BYOB? _____

Additional Worksheets

- Supplies and Setup Checklist
- Shopping, Renting and Borrowing List

Beverage Checklist

To Do

- Decide what beverages to serve
- Inventory existing supply
- Purchase beverages

Done

Beverage

Number Needed

Ready

Champagne

_____ bottle(s)

Wine

_____ bottle(s)

Coffee (decaf & regular)

_____ serving(s)

Beer

_____ bottle(s)

Soda (diet & regular)

_____ can(s)

Punch

_____ serving(s)

Liquor

_____ serving(s)

Other

Other

Other

Peripherals

Mixers (tonic, sour, etc)

_____ bottle(s)

Ice

_____ bag(s)

Punch bowl & ladle

Wine bucket(s)

Wine carafe(s)

Coffee carafe(s)

Cooler(s)

Notes:

Guest Checklist

To Do

- Write guest list
- Determine number of invitations needed
- Purchase or make invitations
- Purchase additional items such as stamps or envelopes
- Extend invitations (minimum 3 wks. in advance, 5 wks. for holidays)
- Follow-up phone call to invitees who didn't RSVP (1 wk. in advance)

Done

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Notes

- For RSVP invitations, be sure to include a name, phone number and due date to respond

- Invitations should include:

Date	Time or Duration	Place	Nature of Event
Dress	RSVP Requirements	Weather Plans	Special Notes

- For guests unfamiliar with the location, include directions with the invitation or call with details
- Be sensitive to special needs guests may have such as food or pet allergies and diet restrictions
- Child Guests:
 - Will special food be provided? (if so, check with parents for likes & dislikes)
 - Accommodations available for naps, play area, child care, etc?

Notes:

Menu Planner

To Do

- Plan menu
- Decide who will make menu items (if potluck or some catering)
- If catering, call several for availability and pricing
- If catering, book caterer (min. 4 weeks in advance, 8 weeks for holidays)
- Make shopping list of needed ingredients
- Decide what items can be made ahead of time
- Clean out freezer and refrigerator to make room for menu items

Done

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Menu

Appetizer:

Recipe book & page:

Who's making it:

Main Course:

Recipe book & page:

Who's making it:

Salad:

Recipe book & page:

Who's making it:

Bread:

Recipe book & page:

Who's making it:

Side Dish:

Recipe book & page:

Who's making it:

Dessert:

Recipe book & page:

Who's making it:

Serving Dishes & Utensils

Item:

Dish to be Used:

Utensil to be Used:

Notes:

Supplies and Setup Checklist

To Do Prior to Party

- | | Done |
|---|-------------|
| • Decide on decorations (list needed decorations on Shopping form) | ○ |
| • Decide how items will be arranged (e.g. separate cake or beverage table) | ○ |
| • Inventory existing supplies | ○ |
| • Purchase needed supplies | ○ |
| • Determine when to decorate and setup | ○ |
| • Arrange for decorating and setup help | ○ |
| • Arrange for rented/borrowed items (minimum 2 wks in advance, longer for holidays) | ○ |
| • Arrange for someone to pickup and return borrowed/rented items | ○ |
| • Arrange for cleanup and take down help | ○ |
| • Decide where guest's coats will be placed | ○ |

Supplies	Number Needed	Number to Rent or Borrow	Ready
Dinner Plates	_____	_____	○
Cake Plates	_____	_____	○
Napkins	_____	_____	○
Silverware	_____	_____	○
Water Glasses	_____	_____	○
Champagne Glasses	_____	_____	○
Wine Glasses	_____	_____	○
Cocktail Glasses	_____	_____	○
Cups	_____	_____	○
Tablecloth	_____	_____	○
Placemats	_____	_____	○
Decorations	_____	_____	○
Chairs	_____	_____	○
Tables	_____	_____	○
Other _____	_____	_____	○
Other _____	_____	_____	○
Other _____	_____	_____	○

Notes:

Day before Party

- Pick up rented and borrowed items
- Pick up other needed items (cake, flowers, etc)

Done

Item _____

Item _____

Item _____

- Set aside serving plates and utensils
- Decorate as much as feasible
- Cleaning

Day of Party

- Chill necessary beverages
- Setup drink table or bar
- Fill carafes
- Plate foods
- Finish decorating
- Finish last minute cleaning
- Setup tables and linens
- Arrange additional seating
- Setup trash receptacles
- Set out tableware, plates, glassware, etc

After Party

- Return rented and borrowed items