

# PERFECT PARTY PLANNING!

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Planning ahead will ensure a great time to be had by you and your guests! Think of the party planning as part of the fun. The more organized and prepared you are, the better the party.

## First Tasks

- Pick date and time for party
- Create the guest list
- Choose theme or type of party: formal, casual, pot luck, bar-b-q, etc.

## Invitations

- Make or have the invitations printed – remember to be creative and fun as you want
- Mail invitations at least three weeks ahead – more for a formal party
- Include occasion, date, time, theme, host's names, address, phone, directions, attire, and a RSVP date

## Menu

- Decide whether you'll cater or cook yourself
- Plan menu and write down everything you're going to serve, remember to include toppings, sauces, etc.
- Make shopping list from menu
- For drinks – a good estimate is 3 drinks per person
- One bottle of wine is about 8 servings
- One gallon of punch is about 35 punch cup servings
- To chill the punch – you can use a clean butter tub with fresh fruit to make a large ice cube

## Decorations

- Remember decorations, candles, and centerpieces
- Get sign, ribbons, or balloons for easy house identifier

## Serving Supplies

- Remember dish and serving utensil for each item
- Coffee mugs, wine glasses, punch cups, or plastic cups
- Trays, chafing dishes, sternos
- Flatware, plates, napkins
- Tablecloth, place mats, trivets, place cards
- Pitchers / carafes for coffee or tea

- Check wet bar area for needed supplies

### **For a BBQ**

- Have mosquito spray and citronella candles available
- Have a rain plan

### **Fun**

- Plan an ice breaker

### **Week Before**

- Have any necessary items dry-cleaned
- Arrange for yard work to be completed the day before party

### **2 Days Before**

- Wash all the serving dishes and mark with masking tape what they'll be used for

### **2 Days Before**

- Have house cleaned

### **1 Day Before**

- Take food out of freezer to thaw
- Make any food that can be prepared beforehand

### **Day of party**

- Touch up clean bathroom mirrors and other glass
- Do last minute sweeping or vacuuming
- Take all trash out
- Set any outdoor items out
- Mark home with sign, ribbons, or balloons
- Pick up any ordered items such as cake, balloons, or meat

### **Last Minute**

- Turn air conditioner down
- Light candles
- Turn on music
- Put ice and drinks out
- Party planning complete - now HAVE A BLAST!