

DIY Party Checklist

A Basis Guide To a spectacular Party

date time, place:

date: _____

time: _____

place: _____

theme:

budget:

\$ _____

food:

activities:

THE Checklist

- Choose a theme
- Set the time, date & place
- Set a budget and delegate areas where help is needed.
- Create guest list
- Research decorations
- Determine favors
- Research activities/games
- Send invitations
- Plan menu
- Make shopping list
 - Food
 - Decorations
 - Paper products
 - Prizes
- Plan layout of party area
 - Tables
 - Gift table
 - Food table
 - decorations
- Determine schedule
- Clean house
- Decorate
- Prepare food
- Get dressed & enjoy!