

Party Planning Checklist

8 weeks ahead

- CHOOSE A THEME - COLOR, DECOR ACTIVITIES, ENTERTAINMENT
- SET THE TIME, DATE AND VENUE (IF OUTSIDE YOUR HOME RESERVE THE VENUE)
- CREATE YOUR GUEST LIST
- VISIT WWW.RUBIANDLIB.COM TO DESIGN AND ORDER YOUR INVITATIONS

6 weeks ahead

- BOOK ANY VENDORS (IE. FACEPAINTER, BALLOON ARTIST, ETC)

4 weeks ahead

- SEND YOUR INVITATIONS OUT
- DESIGN AND ORDER PERSONALIZED DECOR FROM CUPS TO COASTERS, NAPKINS AND FAVOR TAGS FIND IT ALL AT WWW.RUBIANDLIB.COM

3 weeks ahead

- CREATE SHOPPING LISTS FOR DECOR AND FOOD

2 weeks ahead

- TEST RUN ANY DIY DECOR OR ACTIVITIES
- COMPLETE ALL ONLINE ORDERS FOR DECOR OR FAVORS TO ALLOW DELIVERY TIME

1 week ahead

- SHOP FOR ANY NON-PERISHABLE GROCERIES AND DECOR THAT WERE NOT PURCHASED ONLINE
- FOLLOW UP WITH ANY GUESTS THAT YOU HAVE HAVE NOT HEARD FROM

week of the party

- IF HOSTING AT HOME, CLEAN YOUR HOUSE
- ASSEMBLE FAVOR BAGS
- CREATE YOUR PARTY TIMELINE TO KEEP THINGS MOVING
- CONFIRM ANY VENDORS OR RENTALS DELIVERY OR ARRIVAL TIMES
- IF HOSTING AT A VENUE, START TO ENVISION THE EVENT LAYOUT OF TABLES ETC.

1-2 days before

- IF HOSTING AT HOME, SET UP FURNITURE, AND BEGIN DECORATING
- SHOP FOR PERISHABLE FOOD ITEMS
- PICKUP CAKE OR TREATS, IF MAKING YOURSELF BEGIN TO BAKE AND DECORATE

day of the party

- LAST MINUTE TIDY UP OF HOUSE OR VENUE
- FINISHING TOUCHES ON DECOR
- CHILL DRINKS AND DISPLAY FOOD