



# PARTY PLANNER



## 5-8 WEEKS PRIOR

- Create your budget
- Pick a date and time
- Create a guest list
- Choose a party theme
- Buy/make invitations
- Book the venue
- Book entertainment
- Choose party games
- Make party supply list
- Create or pick the design for cake/cupcakes
  - order if necessary -
- Plan the menu
- Order food if catered
- Order invitations

## 3-4 WEEKS PRIOR

- Send invitations
- Make grocery list
- Take inventory of items needed
- Stock up on supplies, favors, decorations
- Rent tables, chairs, food service items, etc.

## 1-2 WEEKS PRIOR

- Confirm venue
- Confirm entertainment
- Create music playlist
- Review rsvp list
- Ensure the bar is stocked
- Line up any help needed

## 3 DAYS PRIOR

- Clean out refrigerator to make room for perishable party items
- Grocery shop
- Pick up any borrowed/rented items
- Set out table cloth, napkins

## DAY BEFORE

- Clean your home (outside too)
- Pack your party supplies (if hosted away from home)
- Organize & set-up games
- Prep any make-ahead food
- Charge the camera battery
- Put out additional trash cans if necessary
- Decorate house

## PARTY DAY

- Buy ice
- Chill beverages 3-4 hours before
- Decorate last minute items
- Place food on platters/in bowls
- Put drinks in dispensers, in glasses, etc.
- Prepare last minute food
- Tidy up the home
- Turn the music on !

## DAY AFTER

- Send out thank-yous
- Post pictures / share with family/friends
- Start planning another party ;)

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