

Party Planning Checklists



Get Organized and Host Stress-Free Parties

Courtesy: <http://www.theme-party-queen.com>

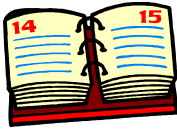
Recipes By Category



Here's where you list out exactly what you are serving in each category to make sure you have everything covered. Depending on the type of party, include Appetizers, Snacks, Beverages, Sides, Entrees and Desserts. Listing them out by category ensures that you have enough for the number of guests being served and makes it easy for you to create menus with items that go well together.

	Recipes To Serve		
	Day 1	Day 2 (Optional)	Day 3 (Optional)
Appetizer 1			
Appetizer 2			
Appetizer 3			
Snack 1			
Snack 2			
Snack 3			
Beverage 1			
Beverage 2			
Beverage 3			
Side Dish 1			
Side Dish 2			
Side Dish 3			
Entrée 1			
Entrée 2			
Entrée 3			
Dessert 1			
Dessert 2			
Dessert 3			

Recipes By Preparation Day



Once you figure out what you are serving, decide what day you are going to prepare each recipe. Some can be prepared a couple of days in advance while others will have to be done the day of the party. Getting as many out of the way ahead of time really cuts down on the stress level. Once you figure out what you are making each day, it's a no-brainer. You just refer to your list and cook! For multiple day parties, print a page for each day.

	Recipe To Serve	Day To Prepare
Appetizer 1		
Appetizer 2		
Appetizer 3		
Snack 1		
Snack 2		
Snack 3		
Beverage 1		
Beverage 2		
Beverage 3		
Side Dish 1		
Side Dish 2		
Side Dish 3		
Entrée 1		
Entrée 2		
Entrée 3		
Dessert 1		
Dessert 2		
Dessert 3		

Grocery List



This is where you list the ingredients to purchase for each recipe. After all of the ingredients are listed, use different highlighters to designate the store you will buy the items from (ex. yellow for Sam's Club, pink for produce store, blue for general grocery store...). The highlighting allows you to put everything on one list and keeps you organized when you get to each store.

	Recipe To Serve	Ingredients Needed From Store
Appetizer 1		
Appetizer 2		
Appetizer 3		
Snack 1		
Snack 2		
Snack 3		
Beverage 1		
Beverage 2		
Beverage 3		
Side Dish 1		
Side Dish 2		
Side Dish 3		
Entrée 1		
Entrée 2		
Entrée 3		
Dessert 1		
Dessert 2		
Dessert 3		



Table Arrangement, Beverage Coolers, Garbage and Recycle Bins

How many of these items are needed and where in the house will you place them?

	Complete This Section		Example	
	What is Needed	In What Area of House	What is Needed	In What Area of House
Table 1			6 ft. Brown	On lower deck
Table 2			4 ft. White	In dining room
Table 3			Card table	In dining room
Chairs 1			Soccer chairs	In yard by fence
Chairs 2			Green stackables	In yard by fence
Chairs 3			4 card table chairs	In dining room
Beverage Cooler 1			Large blue cooler	On lower deck
Beverage Cooler 2			Small green cooler	On lower deck
Beverage Cooler 3			Ice bucket	On bar inside
Beverage Cooler 4			Wine tub	On bar inside
Beverage Cooler 5			Pop tub	On lower deck
Garbage Can 1			Large	In yard by coolers
Garbage Can 2			Large	In dining room
Garbage Can 3			Small	By inside bar
Recycle Bin 1			Large	In yard by keg
Recycle Bin 2			Small	On lower deck
Recycle Bin 3			Small	By inside bar

For more information about party planning, click on this link and visit Theme-Party-Queen.com.

<http://www.theme-party-queen.com>

