

This is a general list of party-prep essentials. You may not need each item, but use it as a guide when preparing your own party checklist.



Make a party budget or outline

- Create a timeline
- Start a master to do list
- Start a master supply list
- Purchase and send invitations
- Hire help: bartender, servers, caterer
- Rent or purchase equipment and supplies; arrange pickup or delivery
- Purchase liquor, wine, beer, mixers, ice, water (sparkling and still), other beverages; arrange pickup or delivery
- Purchase paper goods
- Purchase or make decorations
- Send linens to dry cleaner, if necessary
- Prepare party music
- Prepare menu
- Gather recipes and recalculate all amounts for the number of servings
- Make a detailed grocery shopping list
- Shop for all ingredients
- Check/clean entryways
- Clean house/ party area
- Set up party area and decorate
- Pick up any orders: rental items, liquor, flowers, meat or fish
- Set up bar
- Set table/buffet
- Set up coat area
- Cook/prepare dishes
- Make a seating plan

- Choose a party outfit and accessories