

Checklist Item	Notes	Recommended Time Frame
Basic Party Details		
Date Decided		6 weeks before
Theme Decided		6 weeks before
Venue Decided		6 weeks before
Venue & Venue Decorations / Lighting		
Venue Booked	Decide where you're going to have the party and book it well in advance	6 weeks before
Venue Lighting	Decide what lighting you want to have for your venue which coordinates with your theme.	5-6 weeks before
Furniture Hire	Do you need tables, eating, dining furniture, bar furniture, buffet tables, display tables?	5-6 weeks before
Balloons & Decorations	Get all the decorations for your venue: balloons, wall hangings, party decorations, streamers, ceiling hangings, theme decorations & props, etc	2-3 weeks before
Guest Lists, Invitations & Final Head Count		
Guest List Written	Write up the initial guest list	5 weeks before
Invitations Sent	Whether paper based, sent electronically or on social networking: send out the invites	4-5 weeks before
Contact non-RSVPs	Still have some people who haven't got back to you yet? Make sure you contact them to check whether they are attending	2 weeks before
Final Guest Count	Check off when you have your final head count	2 weeks before
Transport	Are you providing transport to your venue? Book taxis, hire coaches & mini buses	2-3 weeks before
Catering, Drinks & Tableware		
Food & Drink	Arrange catering for your party. A buffet,	2-3 days before

	hiring a caterer or catering service for a sit-down meal. Buy all the food and drink you need for your party	
Bar Hire	Do you need to hire a bar for your party?	5-6 weeks before
Cake Ordered	Order a cake with a bakery or make the cake yourself for weddings, anniversaries & birthdays	2-3 days before 2 weeks before (order)
Catering Equipment	Do you need buffet displays, hot plates, cupcake displays, punch bowls, hot water urns, tupperware, chocolate fountain, etc	2-3 weeks before
Cleaning Equipment	Will you need to clean up at the end of the night? Hire cleaning equipment or ensure you have this for after the party	2-3 days before
Tableware	Napkins, plates, cups, glasses, straws, cutlery, shakers, champagne flutes: everything needed for dining or buffet needs to be secured	2-3 days before
Table Decorations	Do you need table spreads, buffet table covers, flower arrangements, balloons, name cards, lighting for your guest tables?	2-3 weeks before
Entertainment, Party Games & Activities		
Games & Activities	Decide whether there are going to be any party games or activities for your party, schedule them into the time frame of your party	4-3 weeks before
Entertainer Booked	Will you hire a magician, kids entertainer or other entertainment, bands, etc?	4-3 weeks before
Party Supplies	Will you need confetti, party poppers, whistles: any way for your guests to have a little extra fun?	2-3 days before
Photographer / Photo Booth	Do you need to book a photographer for your party or wedding, or will you hire a photo booth perhaps for a take away memory for your guests?	4-3 weeks before
Disco, Music, Karaoke & Dance Floors		
Mobile DJ Hire	If you need to hire a mobile DJ for your	6 weeks before

	party, it is likely they will provide most of the things below anyway. Make sure the DJ you want is available for your event by booking well in advance	
PA Hire	Going to need some PA for your party to blast out some party tunes?	5-6 weeks before
Disco Lights & Effects	No disco dance floor is complete without LED lights and disco effects, such as smoke machines or other atmospheric	5-6 weeks before
Karaoke	If you're going to have karaoke for your party, it's a great way of bringing your guests together. You may need microphones, LCD screens, a karaoke machine, etc. Some DJs offer a karaoke package	5-6 weeks before
Party Outfits, Dresses, Hair & Beauty		
Dress / Outfit	Check off once you have got your outfit for the party: as the host you may need to dress to impress!	1 week before
Hair Stylist Booked	Will you need to book a hair stylist for the day of the party to style hair?	1-2 weeks before
Beauty Appointments	Or a beautician, makeup artist, spray tan, nail technician, etc?	1-2 weeks before
Totals		