

HOLIDAY PARTY & INVITATION Checklist

8-10 WEEKS BEFORE THE PARTY

Choose a party theme!

Select a theme that will bring your vision to life and inspire everything from invites to decorations. The invitation can also inspire the theme.

Determine your budget.

Knowing your budget upfront allows you to plan efficiently and make smart shopping choices.

Create a preliminary guest list.

Estimate your number of guests, which will help you make informed decisions as you go.

Book the venue and/or catering.

Secure your venue and caterers early. Whether hosting at home or reserving a local space, early planning is key.

Select and order invitations.

Early ordering ensures you'll have time for addressing and mailing invitations.

6-8 WEEKS BEFORE

Finalize the guest list.

Fine-tune your guest list and start collecting addresses for a smooth mailing process.

Plan decorations and entertainment.

Decide on décor, music and entertainment to match your theme. Think of ways to create a welcoming atmosphere.

4-5 WEEKS BEFORE

Address and mail the invitations.

Address and mail invitations 4-5 weeks in advance to allow guests time to make space in their schedules.

Organize party decorations and supplies.

Begin gathering decorations, tableware and other supplies to bring your theme to life.

Shop for party favors.

Start searching for thoughtful party favors or small gifts for guests, and add custom touches if desired.

2-4 WEEKS BEFORE

Confirm RSVPs.

Follow up with guests who haven't responded so you can adjust food and drink quantities as needed.

Plan menu and grocery list.

Plan a fun and delicious menu, from hors d'oeuvres to desserts, and create a detailed shopping list.

Arrange for help.

If you need additional support, such as servers, bartenders or just helping hands, confirm their availability now.

1 WEEK BEFORE

Start decorating.

Begin setting up the main decorations to create a festive atmosphere.

Shop for fresh ingredients:

Purchase fresh items for the menu.

Set up activity spaces.

Designate areas for activities such as a photo booth, games or a cozy corner for mingling.

1-2 DAYS BEFORE

Prepare dishes and drinks.

Prepare any make-ahead items and set up a bar or drink station.

Complete final setup:

Arrange tables, party favors, and any last decorative touches to ensure everything is ready.

PARTY DAY!

Set up activities and decorations.

Some venues will allow early setup so take advantage if you can. Many venues are day-of so organization is key to getting everything ready in time.

Set up food and drink stations.

Place food and drink items where they're easily accessible and set up a few different areas to socialize.