

Party Planning Made Easy

Four Weeks Before...

- Select party date & time
- Choose location
- Set a budget
- Decide on a theme
- Make a guest list
- Plan menu
- Ask for help

Three Weeks Before...

- Send invitations
- Purchase decorations
- Decide table linens

Two Weeks Before...

- Purchase favors
- Order cake
- Plan timetable for cooking

One Week Before...

- Get camera ready
- Plan activities
- Purchase/make games
- Purchase groceries
- Call guests who have yet to RSVP

Day Before...

- Pick up cake
- Prepare as much food as possible
- Shop for perishable foods & last-minute items
- Decorate
- Arrange & set tables
- Decide where presents will go

The Big Day!

- Make a final cleaning check
- Finish last-minute cooking
- Display snacks & food
- Arrange refreshments
- Have camera in hand
- Greet guests
- Relax & enjoy

Important Websites...

- * BigDotOfHappiness.com
- * _____
- * _____
- * _____
- * _____

Important Phone Numbers...

- * Big Dot of Happiness: 1.800.274.4282
- * _____
- * _____
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Things You May Need...

- Office supplies
- Push pins
- Pens or pencils
- First aid kit
- Extension cords
- Batteries
- Ice
- Serving utensils
- Bottle openers
- Background music
- Matches

Don't Forget To...

- Greet guests with a smile
- Introduce yourself
- Take guests' coats
- Relax and enjoy yourself

After The Celebration...

- Return borrowed items
- Put away gifts
- Scrapbook party pictures
- Write thank you cards
- Post event photos to our FB page