



PartyButton.com

Your Online Party Superstore!

Party Button - PARTY CHECKLIST

Print the party checklist out to use as a basic plan for preparing for your party and don't forget you can get everything you need for a great party at PartyButton.com

Three weeks before the party:

- Select party theme: _____
- Create guest list
- Order appropriate party invitations from **PartyButton.com**
- Pick location for your party
- Create driving directions to the party and mail with invitations
- Buy stamps
- Send Invitations

Date of party: _____

Time (starting, ending): _____

Place: _____

PartyButton.com TIP: For a surprise party make sure a phone number or email address given on the RSVP is one that the guest of honor does not have access to any messages left. Also on the RSVP it's a good idea to ask if anyone has any special dietary needs.

- Plan and purchase party decorations at **PartyButton.com**.
- Begin collecting materials and creating your props (if needed)
- Prepare menu and grocery list
- Select and hire caterer/serving help (if needed)
- Plan for music / entertainment / DJ

PartyButton.com TIP: When selecting music for a party it's good to think about the approximate age group of the guests so you can select appropriate music. Use your iPod to create a "Party Play list", set it to shuffle and plug into your stereo.



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A few days before the party:

- Call any guests who have not responded.
- Prepare and freeze or refrigerate food items that can be made in advance
- Decide on what outfit or costume you will be wearing and if you don't have one visit **PartyButton.com** for all your costume needs

One day before the party:

- Clean the house, party room, or party site
- Set up and arrange party room
- Thaw frozen party foods
- Get serving pieces
- Coordinate last minute arrangements with caterers and servers
- Make sure all bathrooms are fully stocked with necessary products
- Have a first aid kit handy and hope you don't need it

PartyButton.com TIP: Will there be small children at the party? Make sure all pantries are locked, electrical outlets are covered and breakables are out of reach.

The day of the party

- Decorate party room
- Prepare and arrange remaining food
- Coordinate set-up, service, cleanup with hired helpers
- Close off any room you do not want guests entering
- Walk through party stages in your head
- Dress in party outfit
- Mark house with balloons on mailbox (unless it's a surprise party)
- Wait for the first guest

- Have fun!**