

Basic Party To-Do List

- ☐ Set the party date and time
- ☐ Create guest list
- ☐ Send invitations
- ☐ Plan menu and drinks
- ☐ Organize party decorations
- ☐ Arrange music/entertainment
- ☐ Prepare party supplies
- ☐ Confirm guests' attendance
- ☐ Clean and set up venue
- ☐ Enjoy the party!