

# Party Preparation Task List

## Planning

☐ Choose date & time

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☐ Set budget

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☐ Create guest list

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☐ Pick a theme (optional)

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## Invitations

☐ Design invitations

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☐ Send invitations

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☐ Track RSVPs

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## Shopping & Supplies

☐ Food & drinks

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☐ Decorations

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☐ Tableware & utensils

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☐ Party favors

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## Setup

☐ Decorate venue

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☐ Arrange seating

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☐ Set up food & drinks station

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## During Event

☐ Greet guests

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☐ Organize games/activities

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☐ Take photos

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☐ Serve food & drinks

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## After Party

☐ Clean up

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☐ Send thank you notes

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