

# 100th BIRTHDAY

# Party Checklist

## 2-3 MONTHS BEFORE

- Set a Budget
- Choose Date, Time, Length and Location
- Book Location
- Create Guest List
- Rent tents/tables/chairs/linens
- Order Invitations
- Plan Menu
- Order Catered Food
- Gather and Scan Photos
- Choose Party Theme or Colors
- Create Pinterest Board for Party Ideas
- Book Entertainment (DJ, Band, Photobooth, etc)

## 5-6 WEEKS BEFORE

- Send Invitations
- Create Party Supply Shopping List
- Purchase Decorations/Party Supplies
- Create Grocery List
- Create Music Playlist
- Create Slideshow (optional)
- Create Photo Displays (if using)
- Start Making DIY Party Favors/Decorations
- Order Cake
- Order Balloons/Flowers
- Choose Games or Activities
- Choose Photo Props

## 3-4 WEEKS BEFORE

- Finalize Menu/Catering Numbers
- Begin Purchasing Food and Party Supplies
- Select Party Outfit
- Schedule Haircut and Manicure
- Do Any Needed Pre-Party Yard/House Projects

## 1-2 WEEKS BEFORE

- Confirm Venue, Rentals, Caterer, Entertainment
- Plan Buffet and Dessert Tables
- Have Carpets/Windows Cleaned
- Finish Any DIY Decorations

## WEEK OF PARTY

- Clean House
- Finish Landscaping
- Charge Camera
- Get Hair and Nails Done
- Shop for Last Minute Supplies
- Prepare All Make-Ahead Food
- Gather Serving Utensils/Trays
- Create Extra Space in Refrigerator
- Iron Linens (if needed)
- Set Up Party Decorations

## DAY OF PARTY

- Tidy House
- Pick Up Food, Balloons, Cake, Flowers, Ice
- Chill Beverages
- Set Up Food and Dessert Tables
- Add Final Decor Touches
- Set up Any Games or Activities
- Set Out Tables and Chairs
- Play Music/Slideshow
- Put Extra Toilet Paper in Bathrooms
- Place Trash Cans Throughout

*Enjoy the Day!*

# 100th BIRTHDAY *Party Overview*

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

Theme: \_\_\_\_\_

Colors: \_\_\_\_\_

# of Guests: \_\_\_\_\_

Budget: \_\_\_\_\_

## FOOD

## DRINKS

## DECORATIONS

## MUSIC

## ACTIVITIES

## FAVORS

# 100th BIRTHDAY

## *Party Menu*

### APPETIZERS

### MAIN COURSE

### SIDES

### DESSERTS

### DRINKS

### NOTES