95th 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!

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95th BIRTHDAY *Party Overview*

Date/Time: _____ Location: _____

Theme: _____ Colors: _____

# of Guests: _____ Budget: _____

FOOD

DRINKS

DECORATIONS

MUSIC

ACTIVITIES

FAVORS

95th BIRTHDAY *Party Menu*

APPETIZERS

MAIN COURSE

SIDES

DESSERTS

DRINKS

NOTES

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