Party Planning Checklist

This is a ready-made checklist template for you to keep organized and track all the tasks one-by-one. You can use the Status column to checkmark your completed tasks.

Category	Item Name	Priority	Assignee	Status
Planning	Set party date and time	High		
Planning	Create a guest list	High		
Planning	Choose a theme	Medium		
Planning	Send invitations	High		
Planning	Set a budget	High		
Venue	Book the venue	High		
Venue	Arrange seating	Medium		
Venue	Plan for weather (if outdoor)	Medium		
Venue	Confirm parking arrangements	Medium		
Venue	Set up decorations	Medium		
Catering	Choose menu	High		
Catering	Hire caterer or plan DIY food	High		
Catering	Arrange for drinks	Medium		
Catering	Order cake or dessert	Medium		
Catering	Set up serving area	Medium		
Entertainment	Book entertainment (DJ, band)	High		
Entertainment	Create a playlist	Medium		
Entertainment	Plan party games	Medium		
Entertainment	Arrange for photo booth	Medium		
Entertainment	Set up sound system	Medium		
Logistics	Rent party equipment (tables, chairs)	High		
Logistics	Arrange transportation for guests	Medium		
Logistics	Plan for guest accommodations	Medium		
Logistics	Set up lighting	Medium		
Logistics	Prepare guest welcome kits	Low		
Decor	Choose decorations	Medium		
Decor	Set up centerpieces	Medium		
Decor	Plan for balloons or banners	Medium		
Decor	Arrange flowers	Medium		
Decor	Set up party favors	Medium		
Clean-up	Arrange for clean-up crew	High		
Clean-up	Rent trash and recycling bins	Medium		
Clean-up	Plan for waste disposal	Medium		
Clean-up	Set up clean-up stations	Medium		
Clean-up	Inspect venue post-party	Medium		

NOTES & COMMENTS