

3-4 Weeks Before

- Create a guest list. Get details like phone number, email addresses, and mailing addresses.
- Set a date and time
- Set a budget for your party
- Decide the theme, where it will be held and party entertainments. Make reservations.
- Make or purchase invitations. Mail invitations
- Plan the details of the party, from decorations, menu, activities, suppliers, cake, etc. Reserve suppliers.

2 Weeks Before

- Order tables and chairs, if needed.
- Work on decorations, either by buying or creating them.
- Start shopping for paper plates, cups, and other eating utensils.
- Start shopping for game materials and prizes.
- Purchase and wrap party favors.
- Create the party timeline of activities, which should include all tasks before the party (eg. Pick up balloons) and the actual program activities.
- Ask somebody (one of the guests, maybe?) to help you out with some of the tasks (eg. Taking pictures).

1 Week Before

- Confirm reservations.
- Confirm with suppliers regarding ordered items (balloons, cake)
- Call guests that haven't RSVP'd. Finalize guest list.
- If you delegated some tasks to other people, now's the time to confirm that they're still up to it.
- Prepare all printables needed for the party program (name tag, papers for games/activities, etc)
- Select party music.
- Start cleaning the house, if party will be held there.
- Shop for food ingredients and drinks.

1-2 Days Before

- Notify your neighbors that you're having a party.
- Do some last minute shopping.
- Decorate the place where the party will be held.
- Setup tables and chairs for the party.
- Prepare all food and drinks, if you're doing it yourself.
- Make sure that cameras are working properly.
- Do more tidying up inside and outside the house.
- Double-check your party timeline and update it if needed.
- Make sure that you have all the materials for the party.
- Confirm that all tasks to be done before the day of the party are all done.
- Rest. You have a busy day tomorrow.

The Big Day

- Do all the things you need to before the party begins, as is stated in your party day timeline.
- Pickup all the items you ordered and set them up.
- Finish all last minute decorations.
- Setup game prizes and party favors in a table.
- Setup food and drinks in the table. Make sure you have a lot of ice!
- As each guest arrives, make sure that she knows somebody, or introduce her to others.
- Don't forget about taking pictures!
- Go get some of those drinks, talk to the guests and enjoy yourself!