

THE ULTIMATE 'PARTY BARN' PARTY & EVENT CHECKLIST...

6-8 WEEKS BEFORE...

- Choose your party theme
- Set your party date & time
- Decide on a budget
- Create your guestlist
- Choose the location. If not at home, book the space in which you hope to have the party.
- Book the entertainment (face painter, bouncy castle etc)
- If you are hiring a photographer, book it in now
- If you are ordering paper invitations /or party printable's, do it now
- Plan your menu & party decor
- If you want to engage a party planner to assist with all of the above or to assist from this point on, now is the time to call them

3 WEEKS BEFORE ...

- Send out invitations
- Decide on activities & games for the day and buy any necessary accessories or supplies
- Order goodie bags

4 WEEKS BEFORE ...

- Order the food & cakes
- If you are renting tables, furniture or other equipment, now is a good time to schedule this

1 WEEK BEFORE ...

- If you are making a cake, buy it & freeze without frosting
- Stock goodie bags, or if you are purchasing these already through our website supplier, ensure they are ordered
- Confirm with all suppliers: cake designer, caterer, entertainers, venue, photographer etc..
- Contact non-RSVP'd guests to confirm headcount

1 DAY BEFORE

- Clean the house if you are hosting at home. Make sure you have enough toilet paper!
- Prepare food that can be refrigerated
- Defrost cake if you are making it yourself
- Refrigerate drinks
- Hang party decorations
- Prepare & set up games & activities

DAY OF PARTY!!!

- Prepare last minute food
- Set up desert table
- Buy ice & balloons (If they aren't being dropped off or ordered)
- Frost homemade cakes / cupcakes
- Set up food table
- Put up last minute decorations

**GET READY TO PARTY &
CELEBRATE THE SPECIAL DAY!**