The Ultimate Party Planning Checklist

A simple timeline to keep every detail organized and every moment on vibe.

YOUR PARTY AT A GLANCE

CELEBRATION / GUEST OF HONOR _____

DATE AND TIME _____

VENUE _____

THEME / COLORS _____

8-12 WEEKS BEFORE

- [ ] Choose the celebration type, date, and preferred time.
- [ ] Set your total budget and decide who is contributing.
- [ ] Draft the guest list and estimate the final headcount.
- [ ] Select the theme, color palette, and overall mood.
- [ ] Reserve the venue or confirm your home setup.
- [ ] Book priority vendors: planner, photographer, DJ, caterer.
- [ ] Order custom stationery or send digital save-the-dates.

6-8 WEEKS BEFORE

- [ ] Send invitations with RSVP deadline and event details.
- [ ] Choose the menu, desserts, drinks, and serving plan.
- [ ] Order the backdrop, floor decal, welcome sign, and favors.
- [ ] Plan rentals: tables, chairs, linens, tent, throne, or bar.
- [ ] Book entertainment and review timing or special requests.
- [ ] Plan outfits, accessories, hair, and makeup appointments.
- [ ] Create a gift, wish-list, or registry plan if needed.

iCANDY TIP

Order personalized pieces early enough for design, proof approval, production, and shipping time.

COUNTDOWN TO THE CELEBRATION

Party Timeline

4-6 WEEKS BEFORE

- [ ] Confirm every vendor and review balances and due dates.
- [ ] Finalize the menu and order the cake or desserts.
- [ ] Approve personalized designs, wording, photos, and sizes.
- [ ] Create the party layout and decide where each display goes.
- [ ] Plan activities, games, speeches, or special presentations.
- [ ] Start the playlist and collect must-play or do-not-play songs.
- [ ] Purchase nonperishable supplies, prizes, and favor fillers.

2-3 WEEKS BEFORE

- [ ] Follow up with guests who have not responded.
- [ ] Confirm the final headcount with venue and caterer.
- [ ] Create a detailed event schedule and vendor arrival times.
- [ ] Confirm pickup, delivery, setup, and return instructions.
- [ ] Buy beverages, serving pieces, candles, and small decor.
- [ ] Prepare labels, place cards, signs, and favor packaging.
- [ ] Arrange childcare, transportation, or hotel details if needed.

ONE WEEK BEFORE

- [ ] Reconfirm vendors, contact numbers, arrival times, and balances.
- [ ] Pack decor by area and label each container clearly.
- [ ] Print the schedule, seating chart, menu, and vendor list.
- [ ] Prepare cash tips and final payments in labeled envelopes.
- [ ] Clean and prepare the celebration space if hosting at home.
- [ ] Charge speakers, cameras, phones, lights, and power banks.

2-3 DAYS BEFORE

- [ ] Shop for fresh food, ice, flowers, and last-minute supplies.
- [ ] Pick up attire, rentals, custom pieces, and printed items.
- [ ] Prep food, drinks, favors, and guest welcome items.
- [ ] Create a small emergency kit for quick fixes.
- [ ] Confirm the weather and activate the backup plan if needed.
- [ ] Share the final timeline with your setup and cleanup helpers.

PACK A PARTY EMERGENCY KIT

Tape | Scissors | Safety pins | Stain remover | Chargers | Medicine | Zip ties | Pens

Budget and Party-Day Plan

BUDGET TRACKER

CATEGORY	ESTIMATED	ACTUAL	PAID
Venue / Rentals			
Food / Drinks			
Cake / Desserts			
Decor / Florals			
Custom Graphics			
Entertainment			
Photo / Video			
Attire / Beauty			
Favors / Gifts			
Other			

TOTAL BUDGET: _____ **TOTAL SPENT:** _____ **BALANCE:** _____

VENDOR CONTACTS

VENDOR	NAME / COMPANY	PHONE / EMAIL	ARRIVAL / BALANCE
Venue			
Food			
Decor / Rentals			
Entertainment			
Photo / Video			

PARTY-DAY FINAL CHECK

- ☐ Venue access confirmed
- ☐ Food and drinks ready
- ☐ Music and microphone tested
- ☐ Guest-of-honor items packed
- ☐ Decor and signs packed
- ☐ Cake and desserts secured
- ☐ Payments and tips labeled
- ☐ Cleanup supplies ready

NOTES / LAST-MINUTE DETAILS

READY TO BRING THE LOOK TO LIFE?

Shop custom backdrops, floor decals, welcome signs, party favors, banners, and more at icandycraftstudio.com.