

Party checklist

	Task	Person	Due date
☐	Set the date, time and guest list		
☐	Send the invitations and track replies		
☐	Plan the food and drinks		
☐	Buy decorations, plates, cups and napkins		
☐	Plan music and any games		
☐	Shop for food		
☐	Prepare food that can be made ahead		
☐	Set up the room or yard		
☐	Put out perishable food for no more than 2 hours (1 hour above 90 °F)		
☐	Clean up and pack away leftovers within 2 hours		
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