

PARTY PREPARATION TIMELINE SUGGESTIONS

Five weeks before:

- Formulate a party idea
- Create the guest list
- Set the date
- Invite the guests
- Hire serving help
- Arrange entertainment

Four weeks before:

- Decide on the table setting
- Place orders with a rental company if needed
- Purchase guest favors

Three weeks before:

- Plan the menu
- Check specialty stores for hard-to-find items
- Select music

Two weeks before:

- Purchase nonperishable goods
- Decide on the types of drinks to be served
- Consult a florist, if desired

One week before:

- Place special orders with the butcher, fishmonger, and greengrocer
- Order bakery goods
- Confirm plans with the entertainer and serving help
- Arrange for a sitter to watch children and pets during the party
- Arrange for a thorough housecleaning
- Decide on your party attire

Two to three days before:

- Purchase remaining grocery items
- Check recipes for how far in advance food can be prepared
- Start food preparation
- Determine seating arrangements / make placecards

Day before:

- Accept delivery of rental items
- Get the house ready by rearranging / removing furniture
- Continue food preparation
- Assemble dining tabletop

Day of the party:

- Pick up party orders
- Create a bar area
- Finish cooking
- Organize the kitchen for the final countdown
- Give yourself a breather and get in party mode

During the party:

- Don't spend too much time in the kitchen
- Offer refreshments in between courses

After the party:

- Pay and tip hired help
- Have sweet dreams and savor the memories!