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General Party Checklist

1 month before ...

- Book a venue, if needed
- Decide on a theme
- Send [invitations](#)

1-2 weeks before ...

- Order cake
- Order catering and delivery, if needed
- Shop for snacks & drinks (bottled water, juice, etc.)
- Shop for [decorations](#)
- Shop for [favors](#)
- Shop for [tableware](#) (pie server, paper plates, cups, napkins & cutlery)
- Organize games to play, if needed

A few days before ...

- Assemble favors

1-2 days before ...

- Buy and prepare food, if needed

The night before the party ...

- Pack everything and put it in the car, if needed

1-2 hours before the event ...

- Set tables, lay out the spread and put up decorations