Holiday Party Checklist

4-6 weeks before

- [ ] Determine budget and date
- [ ] Choose theme
- [ ] Build guest list
- [ ] Secure venue
- [ ] Send invitations
- [ ] Create Facebook event
- [ ] Plan food and drink menu
- [ ] Hire entertainment
- [ ] Plan and order decorations

1-2 weeks before

- [ ] Confirm guest count
- [ ] Finalize food and drink menu
- [ ] Make grocery list
- [ ] Organize entertainment schedule
- [ ] Purchase party favors

The day before

- [ ] Decorate party space
- [ ] Prep food and drink
- [ ] Set up tables and seating
- [ ] Final check with entertainment

Party notes

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Safely book entertainers & event services with GigSalad's Worry-Free Guarantee.