# Party Planning Checklist

## 4-6 weeks before

- [ ] Determine budget and date
- [ ] Choose theme
- [ ] Build the guest list
- [ ] Secure a 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
- [ ] Buy decorations
- [ ] Create entertainment schedule
- [ ] Reserve table/chair covers

## The day before

- [ ] Pick up rentals
- [ ] Decorate venue
- [ ] Final check with vendors

## The day of

- [ ] Arrive two hours early to check decor
- [ ] Be available for last-minute issues
- [ ] Put cash tips in separate envelopes
- [ ] Have fun!

## Party notes

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