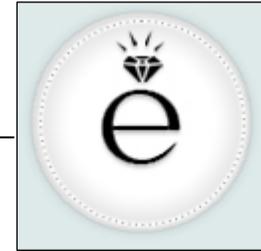


Engagement Party Planning Check List: Home Party

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Planning an Engagement Party at Home

Notes:

Deadline

		Notes:	Deadline
Step 1			
	Decide on Guest List		4 Weeks
	Decide on engagement party theme (if any)		3 Weeks
	Figure out budget		3 Weeks
	Find and hire caterer and/or serving staff (if necessary)		3 Weeks
Step 2			
	Organize guest list		4 Weeks
	Design and send invitations		4 Weeks
	Maintain RSVP list.		4 -1 Week
Step 3			
	Plan engagement party menu (food, dessert, cake, liquor....)		3 Weeks
	Decide on what will be catered, what you will cook yourself, what others should bring.		3 Weeks
	Decide on décor and music and buy, hire, or order as necessary.		3 Weeks
	Assign tasks for specific people (friends and family) who may be helping you in any way.		3 Weeks
	Assign menu items (food and drink) for those who may be contributing.		3 Weeks
	Figure out entertainment, games etc....		2 Weeks
	Take inventory of what you have for the party & what you may need to order, rent or buy.		2 Weeks
	Rent plates, cutlery & glasses or buy some fancy paper plates and cups.		2 Weeks

Step 4		
	Finalize RSVP list	1 Week
	Confirm all vendors (caterers, bakery, suppliers, etc...)	1 Week
	Confirm with friends and family on tasks and menu items.	1 Week
Step 5		
	Buy and prep all food that can be refrigerated	2 Days
	Clean your house.	1 Day
	Decorate, put out party favors, set up any games, and organize the place for a party.	1 Day
	Defrost frozen foods and refrigerate drinks	1 Day
Party Day		
	Prepare food.	6 Hours
	Set table	4 Hours
	Organize kitchen	3 Hours
	Organize bar – slice lemons, fill ice bucket, etc.	3 Hours
	Toss salad, decorate platters, and set out food	15 Minutes
	Add any finishing touches	10 Minutes
	Light candles, spray some air freshener, and start music	5 Minutes
	Have FUN!	

