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| **3 Weeks Prior**  |
|[ ]  Send invitations  |
|[ ]  Plan the menu  |
|[ ]  Schedule help  |

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| **3 Days Prior** |
|[ ]  Decorate the party area  |
|[ ]  Stock the bar  |
|[ ]  Finish shopping  |

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| **2 Weeks Prior** |
|[ ]  Wash dinnerware  |
|[ ]  Create a playlist  |
|[ ]  Buy non-perishable items  |
|[ ]   |

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| **1 Day Prior** |
|[ ]  Buy and arrange decorations  |
|[ ]  Cook and prep food  |
|[ ]  Place serving pieces on table  |
| **☐** | Set up bar area and barware  |

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| **1 Week Prior**  |
|[ ]  Clean the house  |
|[ ]  Set up the party area  |
|[ ]  Finalize menu  |

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| **Day of** |
|[ ]  Finish last-minute cooking  |
|[ ]  Buy extra ice  |
|[ ]  Desert |

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