|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **3 Weeks Prior** | | |  | Send invitations | |  | Plan the menu | |  | Schedule help | | |  |  | | --- | --- | | **3 Days Prior** | | |  | Decorate the party area | |  | Stock the bar | |  | Finish shopping | |
|  |  |
| |  |  | | --- | --- | | **2 Weeks Prior** | | |  | Wash dinnerware | |  | Create a playlist | |  | Buy non-perishable items | |  |  | | |  |  | | --- | --- | | **1 Day Prior** | | |  | Buy and arrange decorations | |  | Cook and prep food | |  | Place serving pieces on table | | **☐** | Set up bar area and barware | |
|  |  |
| |  |  | | --- | --- | | **1 Week Prior** | | |  | Clean the house | |  | Set up the party area | |  | Finalize menu | | |  |  | | --- | --- | | **Day of** | | |  | Finish last-minute cooking | |  | Buy extra ice | |  | Desert | |