the ultimate party check-list

with MY FRENCH TWIST.COM

THEME (if any) _____

DATE, TIME & LOCATION _____

GUEST LIST:

For a large party invite extra, as typically 80% of those invited usually attend. Sally Quinn, Washington socialite and author *The Party: A Guide to Adventurous Entertaining*, says the best parties are often "butt to butt and cheek to cheek."

name / rsvp		name / rsvp		name / rsvp	
_____	☐	_____	☐	_____	☐
_____	☐	_____	☐	_____	☐
_____	☐	_____	☐	_____	☐
_____	☐	_____	☐	_____	☐
_____	☐	_____	☐	_____	☐
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_____	☐	_____	☐	_____	☐
_____	☐	_____	☐	_____	☐
_____	☐	_____	☐	_____	☐
_____	☐	_____	☐	_____	☐

INVITATIONS:

Will you buy invitations or make your own? Remember, they need to be received at least 2 weeks before the event, so mail them early.

FOOD & DRINK:

Decide if you'll be using a caterer for all or even part of your menu and also a bartender.

If you are cooking, select food that can be prepared in advance, perhaps even frozen, with just warming and assembling required on party day.

menu & drinks:

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

MUSIC:

Will you be hiring a musician or DJ? (name _____)

If not, have you prepared a music list / soundtrack to play?

DECORATIONS:

outside	☐	door	☐	mantel	☐
buffet	☐	dining table	☐	coffee table	☐
mistletoe	☐	tree(s)	☐	stockings	☐

other:

_____ _____ _____

_____ _____ _____

PARKING:

Do you need to hire a valet service? (name _____)

ENTERTAINMENT:

Will you have one or more party games planned? If so, are door prizes needed for the winners?

_____ _____ _____

_____ _____ _____

INVITATIONS:

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NOTES: