



**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   | <input type="checkbox"/> | door         | <input type="checkbox"/> | mantel       | <input type="checkbox"/> |
| buffet    | <input type="checkbox"/> | dining table | <input type="checkbox"/> | coffee table | <input type="checkbox"/> |
| mistletoe | <input type="checkbox"/> | tree(s)      | <input type="checkbox"/> | stockings    | <input type="checkbox"/> |

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?

_____	_____	_____
_____	_____	_____

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**NOTES:**