



throw a good party

ORGANISING YOUR HOUSE PARTY CHECKLIST

12 week countdown

- Plan invitation list
- Choose and buy invites

11 weeks

- Plan and buy icebreaker activities and end of party send offs

10 weeks

- Plan layout of party rooms
- Plan and buy decorations/décor

9 weeks

- Plan menu and beverages
- Purchase tableware

8 weeks

- Plan layout of party rooms
- Plan and buy lighting

7 weeks

- Organise costume and costume extras for guests if needed

6 weeks

- Send invites out

5 weeks

- Put together your playlists

4 weeks

- Catch up on anything above you're behind on

3 weeks

- Declutter your home and put away valuables
- Make signage (e.g. Bathroom this way; Coats here)

2 weeks

- Give neighbour's notice (the ones you didn't invite)
- Set up and test lighting
- Make food labels if needed

1 week

- Confirm RSVPs
- Buy food and drink
- Buy extra bathroom accessories (e.g. loo roll, hand soap, tissues)
- Prepare food that can sit or be frozen
- Check weather forecast, adjust layout if needed (e.g. outside areas)
- Clean your home

Day before

- Prepare food
- Final tidy up

On the day

- Finish food prep
 - Buy ice and fill your bath or esky
- ...and enjoy yourself!