



PARTY SET-UP TIMELINE

What You Need to Do to Set Up Your Party Before the Party Starts

ONE WEEK BEFORE

- Purchase or make party decor

FOUR DAYS BEFORE

- Purchase groceries for food and drinks
- Prep food by washing, sorting, cutting

TWO DAYS BEFORE

- Make flower arrangements
- Set tablescapes/buffet/dessert station
- Set out plates, napkins, cups, flatware

ONE DAY BEFORE

- Cook/Prepare/Make food and dessert
- Clean (floors, surfaces, most used bathroom)

NIGHT BEFORE

- Label platters and serveware
- Hang Decor

FOUR HOURS BEFORE

- Assemble premade food
- Set out desserts

TWO HOURS BEFORE

- Touch up cleaning
- Empty trash

ONE HOUR BEFORE

- Prepare drinks/drink stations, put drinks on ice

30 MINUTES BEFORE

- Set out cold food
- Warm up hot food
- Take pictures of your hard work

NOTES: _____