

Party Planning Checklist

○ Brain Dump

- ✓ Before any planning begins, do a brain dump. Get out every thought in your head, whether it's relevant to the party or not. A clear mind is key. "A mind troubled by doubt cannot focus on the course to victory."

○ Guest List

- ✓ A guest list is the first place to start. It's essential to know how many people to expect in order to decide on a venue or a menu.

○ Venue

- ✓ Once you have a guest list prepared, you can then choose a location for your party.

○ Décor

- ✓ Décor is a natural next behind the venue. For instance, if your party location is at a venue that is already partially decorated, then very little is needed by you.

○ Food

- ✓ Food needs to be one of the last decisions. It's completely dependent upon guest list and venue.