Party Checklist



When planning a party, get the basics down first:

- Who is the party for? (business, family, friends)
- What's the reason for the party? (theme, birthday, special occasion)
- When is the party?
- Where is the party going to be?
- How many people are you inviting?
- What type of party is it? (brunch, lunch, dinner, hors d'oeuvres, dessert, buffet, sit-down meal)

Let's start planning

Use this party planning checklist to guide you through the details:

- Make list of people to invite.
- Mark the date on your calendar.
- Send invitations (by mail, e-mail, or phone).
- Plan the menu, including the beverages.
- Make shopping list (food, paper goods, decorations).
- Plan cooking schedule: Determine what can be made ahead and frozen, day before, and that day, and what you are buying already prepared.
- Make list of equipment needed (rental chairs and table).
- Plan the layout of the rooms. (Make sure all the food tables are not right on top of each other to ensure smooth flow for people to mingle.)
- Plan music.
- Plan lighting.
- Buy or make a centerpiece or other decorations.
- Check your stock of cleaning supplies for before and after the party.
- Make sure you have all the platters and serving pieces you'll need.

During the party

Here are some things to think about for your guests:

- Coat rack (hangers or a separate room to put coats)
- A place to put boots or umbrellas
- Ice, ice bucket, ice tongs, or scoop
- Cocktail napkins (2 per person)
- Candles
- Paper towels
- Extra toilet paper
- Plates (appetizer, salad, dinner, dessert) - you can order deli trays for your party!
- Glasses (water, wine, mixed drink, beer, soda, coffee); some beverages can use the same type of glass
- Silverware (Think through each course; a fresh spoon or stirrer is necessary for coffee.)
- If grilling, check the tank, charcoal, lighter fuel, bug spray, and citronella candles
- Coffee and assortment of tea bags
- Cream and sugar
- Salt and pepper
- Wine, beer, and soda chilled
- Wine and bottle opener
- Bar garnishes (lime, lemon, olive)
- Charged camera battery
- Garbage bags
- Dishwashing soap
- Club soda (for any thing that may spill, a great spot remover)
- Space to chill beverages. It takes beer, wine, and soda 20 minutes to chill on ice. A large tub or cooler can be used in a back room.

Take party notes

After any party, it's a good idea to record in a journal how much was left over and what people liked and didn't like. This information will be a big help when you plan your next gathering. Think of your party journal as a reference to look back on when you are trying to remember your boss's favorite drink. That way you can have it at the next event.

Now that you've got the party basics down, plan for your Christmas party with HEB's holiday party tips - explore everything from holiday appetizers to cocktails.