

## *Il Bello Italian Favors* PARTY PLANNING CHECKLIST

### 3 Months +

- Select a date for your event
- Create a guest list
- Set your party budget
- Select a party theme
- Choose and reserve venue

### 1 Month +

- Order invitations and response cards
- Purchase decorations and your party favors (shop now: [www.ilbelloitalianfavors.com](http://www.ilbelloitalianfavors.com))
- Think about games, etc.
- Plan menu
  - Hire Caterer
  - Order Cake

### 2 – 3 Weeks +

- Send party invitations
- If you will be the caterer then purchase:
  - Non-perishable food
  - Paper plates, cups, etc.

### Day Before

- Decorate venue
- If you are the caterer then begin to prepare food
- Ensure camcorder and cameras are charged or have new batteries
- Pick up cake
- If you are the caterer purchase drinks and foods

### Day Off Event

- If you are the caterer ensure all food preparation is complete
- Display balloons and signs outside venue to make it easier for guests to locate your party