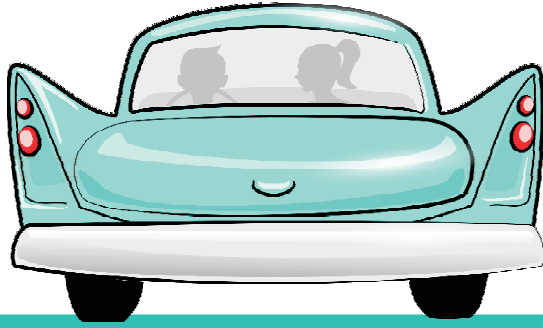


Roadmap to a Great Party!



A simple plan
to create fun and
memorable celebrations

by **PIGGY BANK PARTIES**

**6-8
Weeks**
before the
PARTY!

- Establish your party budget.
- Set the date and time.
- Choose a theme and color scheme.
- Create your guest list.
- Brainstorm: Dream big then be realistic.
- Set the location. Reserve venue, if needed.
- Hire vendors: Entertainers, Caterers, etc.
- Order custom invitations.
- Create your party checklist.

**3-4
Days**
before the
PARTY!

- Spot clean party space and bathroom.
- Clean servingware and coolers.
- Iron linens.
- Wrap gifts and package favors.
- Test party games.
- Specify where coats will be stored.
- Prep vendor payments and tips.
- Notify neighbors of any parking issues.
- Finalize the party schedule.

**4
Weeks**
before the
PARTY!

- Purchase non-custom invitations.
- Mail or hand deliver invitations.
- Finalize menu, games and activities.
- Inventory party supplies and servingware.
- Create a shopping list.

**2
Days**
before the
PARTY!

- Spot clean party space and bathroom.
- Clean up yard and party space entrance.
- Thaw frozen party food.
- Make room for party food in fridge-n-freezer.
- Test run your serving table set-ups.
- Set up garbage and recycling stations.
- Decorate party space.
- Gather party supplies for off-site venue.

**3
Weeks**
before the
PARTY!

- Go shopping: online and local.
- Create party schedule.
- Test new recipes.
- Start DIY projects.
- Arrange for extra help, if needed.
- Decide on your party outfit.
- Create your party music playlist.
- Order cake, cupcakes or cookies.

**1
Day**
before the
PARTY!

- Spot clean party space and bathroom.
- Reconfirm venue and vendors.
- Final round of grocery shopping.
- Third round of food prep.
- Bake homemade cake, cupcakes or cookies.
- Chill beverages.
- Decorate and set up tables and chairs.
- Pick up ordered cake, cupcakes or cookies.
- Charge camera battery.

**2
Weeks**
before the
PARTY!

- Finish all DIY projects.
- Make samples of party crafts.
- First round of grocery shopping.
- First round of food prep.
- Test run your serving table set-ups.

**Day
of the
PARTY!**

- Pre-party meeting: assign tasks.
- Spot clean party space.
- Final round of decorating and set-up.
- Final round of food prep.
- Pick up ice, balloons and fresh flowers.
- Get dressed and wear an apron.
- Make hot and cold beverages.
- Spot clean bathroom: fresh t.p. roll and towels.
- Light candles and turn on music.
- Take pre-party photographs.
- Relax and enjoy the party!

**1
Week**
before the
PARTY!

- Follow up with guests who have not RSVP'd.
- Confirm venue, entertainers and vendors.
- Order balloons.
- Second round of grocery shopping.
- Second round of food prep.
- Clean and child proof the party space.