

## **Halloween Party To Do List**

### **Planning**

- Establish your party budget.
- Create your guest list.
- Find and reserve location if having the party away from your home.
- Set your Halloween party date and time.
- Find and hire a caterer, if necessary.

### **Guests**

- Prepare and send party invitations.
- Manage RSVPs.

### **Preparation**

- Pick out a costume!
- Take inventory of kitchen items and tableware for the party and acquire missing items.
- Plan your party menu (look online for creepy recipes).
- Get scary music!
- Order any party rental equipment.
- Take inventory of party supplies and purchase Halloween decorations.
- Start purchase non-perishable food and drinks for your party.
- Call non-RSVP guests.
- A couple of days prior to party purchase perishable foods.
- Make sure your camera and/or video camera is ready to be used for the party.
- Confirm with restaurant/location and caterer again.
- On day before the party refrigerate drinks and defrost frozen foods.
- Prepare food that can be refrigerated, make sauces, wash and chop vegetables.
- Decorate and arrange your home for the party.
- Clean your house. Put out clean towels. Make sure you have enough toilet paper.

### **Party Day**

- Set up table and bar.
- Prepare food.
- Chill wine and other drinks.
- Pick up ice and balloons.
- Get costume(s) ready.
- Reheat prepared food.
- Set out food.