

Parties & Celebrations

Spend less time juggling, more time celebrating

Know your priorities

- ☐ Choose purpose, date, place and guest count
- ☐ Set a realistic total budget
- ☐ Decide on RSVP or drop-in invitations
- ☐ Pick one meaningful moment for the guest of honor

Plan the experience

- ☐ Choose buffet, snacks or seated meal
- ☐ Check supplies, equipment and serving spaces
- ☐ Make a weather or late-arrival backup
- ☐ Delegate setup, hosting and cleanup

Make a manageable timeline

- ☐ Write the shopping list by store category
- ☐ Confirm guests, dietary needs and accessibility
- ☐ Plan safe prep and food holding
- ☐ Set an arrival time and leave breathing room

REMEMBER WHAT MATTERS

The goal is a welcoming table and time together—not a perfect event.
For food safety, check current guidance at [FoodSafety.gov](https://www.foodsafety.gov) before serving.

Party Shopping & Budget

Write it down, share the work, and enjoy your people.

Occasion:

Date and place:

Estimated guests:

Total budget:

Item / task	Budget / amount	Who / when

One thing I want people to remember about this gathering: