



Party Planning

Five - Six Weeks before:

- Decide date of party
- Prepare your guest list
- Decide if you will engage a caterer or prepare the food
- Draft Menu
- Purchase invitations
- Call *Happy Hostess*, 978-531-4103 to book the date

Three - Four weeks before:

- Mail invitations, include RSVP list
- Finalize menu with caterer or shopping list
- Select music

One - Two weeks before:

- Start food preparations
- Purchase non-perishables
- A call from the *Happy Hostess* to confirm details and head count

Three days before:

- Double check food you will be serving
- Prepare food and store
- Organize utensils and serving dishes

Day of event or day before:

- Purchase perishables
- Get dressed and wait for the *Happy Hostess* to arrive and do the rest!