

Halloween Party Checklist

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2 Weeks Before

___ Determine Your Guest List

___ Choose the Menu

___ Purchase the decorations

___ Choose music and/or sound effects

___ Choose and write out invitations

___ Pick the party games at http://www.fun-frugal-mom-survival-tips.com/halloween_party_games_for_kids.html

___ Recruit party helpers

___ Plan your costume

___ Make a party shopping list

1 Week Before

___ Send invitations

___ Shop for decorations

___ Pick and order a cake

___ Gather all the things you will need especially borrowed items; folding chairs/tables, punch bowl, cooler, serving platters etc.

1 Day Before

___ Start preparing the food

___ Plan how you will decorate

___ Plan food set up

___ Confirm arrival time for your helpers

___ Put together goody bags and favors

Day of the Party

___ Arrange a simple snack tray for you and your helpers to have while you decorate and get ready.

___ Go over the party activities and have a Plan "B" in case something unexpected happens.

___ Arrange food, crafts/activities, games, and goody bag table.

___ Put balloons or light Jack-o-lanterns outside to make your house easy for your guests to find.

___ Allow plenty of time to get into costumes and have a blast!

Halloween Party Prep and Notes:

Party Helpers:

Name:
phone
email:

Name:
phone:
email:

Name:
phone:
email:

Last Minute To-Do's:

Shopping Lists:

Don't forget paper products, plastic utensils, table covers, game props, goody bag, and trick-or-treat supplies if your party is on trick-or-treat night.

Food:

Decorations:

Party Timeline:

Use this page to list party activities, and games in the order you plan for them to happen. This will help you have a party that flows nicely from one activity to the next.