

DIY Party Checklist

Basic

- Choose a date
- Select a theme
- Decide on an indoor or outdoor reception
- Set a budget
- Create a guest list
- Decide on venue

Logistics

- Guest seating chart
- Venue design of
 - Bride and Groom area
 - Food area
 - Seating area
 - Bar area

Hire Services

- Transportation
 - Bride/Groom
 - Party Bus
- Photographer/Videographer
- Cleaning service

Decorations

- Florist
- Candles for tables
- Flowers and vases
- Centerpiece
- Banners/streamers
- Chair coverings
- Linens or table clothes
- Venue Room Design
- Tent (Outdoor)

Furniture

- Dining tables for guests
- Head table for the wedding party
- Guest book and present table
- Cake table
- Drinks/bar table
- Buffet table
- Dessert table
- Coat rack

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Dinner

- Waitstaff
- Silverware
- Dinner plate
- Glassware
- Chair back linen
- Table Linen
- Meal Choices
- Cake stand

Cocktail Hour

- Bartenders
- Food servers
- Appetizers
- Drink menu
- Signature drink
- Drinks
- Margarita Machine

Drinks

- Soft Drinks
- Liquor
- Mixers
- Wine
- Beer
- Coffee (creamer, milk, sugar)
- Water
- Ice
- Dispensers
- Champagne

Food

- Caterer
- Baker
- Snacks #1
- Snacks #2
- Snacks #3
- Appetizers #1

Food

- Appetizers #2
- Appetizers #4
- Main meal #1
- Main meal #2
- Main meal #3
- Side Dish #1
- Side Dish #2
- Side Dish #3
- Dessert #1
- Dessert #2
- Bread
- Wedding cake

Eating and Drinking Tools

- Napkins
- Straws
- Cups
- Wine glass
- Cutting Knife
- Cutlery (Knives, forks, spoons, dessert spoons)
- Plates (main meal)
- Plates (cake)
- Bowls
- Napkins
- Salt-and-pepper shakers
- Butter-and-butter dishes
- Trash bin
- Trash bags
- Serving
 - Spoon
 - Tongs
 - Fork
 - Bowls
- To-go boxes

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Entertainment

- DJ
- Band
- Dancers
- Artist
- Photobooth
- MC
- Fireworks
- Hookah
- Champagne Wall
- Grass Backdrop

Games

- Cornhole
- Beer Pong
- Chess
- Checkers
- Jenga
- Connect 4
- Uno
- Horse shoe

Agenda Necessities

- Guests sign book
- Cocktail hour
- At least 1 outfit change
- Dinner
- Toast
- Cake Cutting
- Dances
- Performers
- Bouquet toss
- Garter Removal
- Games
- Open Dance floor
- Send off



Notes
