



[www.notjustmakebelieveparties.com](http://www.notjustmakebelieveparties.com)  
[facebook.com/notjustmakebelieveparties](https://facebook.com/notjustmakebelieveparties)  
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# Party Planning Checklist

## 3 Months Before

- Choose your party theme.
- Set your party date and time
- Decide on a budget
- Book the venue
- Book your Princess through Not Just Make Believe Parties!
- Order invitations

## 6 Weeks Before

- Plan your menu
- Plan your party decor! Visit our Pinterest for inspiration!
- Send out invitations

## 4 Weeks Before

- If you are ordering food, order it now.
- If you are renting tables, chairs or equipment, order it now.



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## 1 Week Before:

- Confirm you princesses.
- Create a playlist!
- Review RSVPs
- Line up any help you may need!

## 2 Days Before

- Grocery Shop

## Day Before

- Clean your space.
- Decorate!
- Prepare any make-ahead food.
- Charge Camera Battery
- Set up extra trash cans.
- Set up games.
- Designate spot for cake, gifts, and pictures!
- Wash any serve ware you may be using
- Make sure you have enough food and drinks!
- Make sure you know where the candles AND lighter are for the cake!
- Get a good night's rest! Tomorrow is a big day!



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# Party Planning Checklist

## Party Day!

- Turn music on
- Buy ice
- Chill drinks 3 hours beforehand
- Last minute decorations.
- Place food on platters/in bowls
- Put drinks in dispensers, in glasses, etc
- Prepare last minute food
- Tidy up space!
- Check bathrooms for extra toilet paper!
- Wait for the princess to arrive and DAZZLE your guests!

## A Few Days After:

- Send out thank yous
- Post pictures on Social Media - don't forget to tag Not Just Make Believe Parties for a discount on your next event!
- Start planning your next party ;)

**You did it!**  
**Not Just Make Believe Parties**