



Sample Timeline by posh parties, LLC

Appreciation Party

April 2005

Five weeks from the party date

- Determine guest list – collect names and mailing addresses
- Research, select and purchase invitations

Four weeks from the party date

- Purchase stamps (Note: Square envelopes are an additional \$.12 to mail)
- Assemble and mail invitations
- Request proposals for catering, lighting and entertainment

Three weeks from the party date

- Review proposals and contact vendor if additional questions
- Modify proposals, as needed
- Sign and remit contracts with deposits to vendors
- Once menu is confirmed, select party rentals – linens, serving pieces, china, glassware, tables, chairs, etc.

Two weeks from the party date

- Determine remaining décor –inside lighting, floral arrangements

One week from the party date

- Count RSVPs, provide guarantee to caterer
- Go shopping for miscellaneous items - votive candles, alcohol (rum)

Day before party

- Clean house (or schedule cleaning crew)
- Lighting vendor to set up at dusk

Day of party

- Rentals and floral arrangements dropped off
- Caterer arrives 1.5 hours before party begins to set up
- 30 minutes before party begins, review checklist and prepare remaining checks for vendors
- 15 minutes before party begins, turn on outside lighting. Then, take a deep breath and relax. Soon guests will arrive and the real fun will begin
- 30 minutes after party begins, ‘Robin Leach’ will arrive to entertain guests for one hour