

# *The Thoughtful Occasion*

## DESSERT PARTY PLANNING CHECKLIST

### **4 Weeks Before**

- Select the date and time
- Put together the guest list
- Choose a fitting theme
- Find or make an invitation

### **3 Weeks Before**

- Send the invitations
- Plan the desserts and beverages
- Determine what you will use for serving, decorations, etc.
- Purchase or borrow any items you don't already have

### **1 Week Before**

- Contact anyone who hasn't RSVP'd
- Create your grocery list
- Purchase all non-perishable grocery items

### **2 Days Before**

- Purchase remaining grocery items
- Begin preparing desserts that can be made ahead

### **The Day Before**

- Prepare remaining desserts
- Set up everything that you can ahead

### **The Morning Of**

- Chill beverages
- Put finishing touches on desserts if needed
- Finish any remaining set up

### **Right Before Guests Arrive**

- Set out desserts and beverages