

# ENGAGEMENT

## PARTY PLANNING CHECKLIST

1. CHOOSE A HOST.

-----

2. PICK A DATE.

-----

3. SET A BUDGET.

-----

4. MAKE A GUEST LIST.

5. DECIDE ON A GIFT GAME PLAN.

-----

6. SELECT A VENUE.

-----

7. SELECT A THEME.

-----

8. SEND INVITATIONS.

9. PLAN A MENU.

10. SOUNDTRACK.

11. PLAN AN ACTIVITY.

-----  
-----  
-----  
-----  
-----

12. ASSIGN HELPERS.

-----  
-----  
-----  
-----

13. PREP THE VENUE.