

Retirement Party Planning Checklist

One - Two Months

Until Party Time

- ☐ **Set a Party Budget**
(estimate costs of desired items)
- ☐ **Create guest list**
- ☐ **Pick a date and time**
- ☐ **Book venue or locate place**
- ☐ **Choose a theme**
(e.g., different colors, costumes, decor, etc)
- ☐ **Send out invitations**
(include time, date, location, RSVP date, dresscode, gift suggestion & contact info. Also ask for dietary restrictions)
- ☐ **Book entertainment**
(e.g. band, DJ, photographer, video booth)

2-3 Weeks

1 - 3 Days

- ☐ **Cook, bake & prepare Party Food**
- ☐ **Clean the house/ location**
- ☐ **Pick up rentals & booked entertainment**
- ☐ **Decorate the location**
- ☐ **Arrange furniture**
- ☐ **Confirm with all vendors and helpers**
- ☐ **Do last minute grocery shopping**
(don't forget ice)
- ☐ **Wash serving pieces and utensils**
- ☐ **Pick up flowers**
- ☐ **Stock the bar/ chill drinks**

Day of the Party

- ☐ **Finish decorating & set up party favors**

Retirement Party Planning Guide

Rosina Ehmann



Retirement Party Planning Guide:

Immerse yourself in heartwarming tales of love and emotion with is touching creation, Tender Moments: **Retirement Party Planning Guide** . This emotionally charged ebook, available for download in a PDF format (*), is a celebration of love in all its forms. Download now and let the warmth of these stories envelop your heart.

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