

The Housewarming Party Planner

Plan the guest list, the food, the drinks and the timeline in one place

1. Set the Basics

Decide these first and the rest gets easier. I keep this page on my phone while I plan.

Detail	Your plan	Notes
Date and time		Two hours ends on a high note
Guest count		Match food to the number who RSVP
Indoor or outdoor		Pick a rain plan
Food style		Grazing, potluck or dinner
Signature drink		One cocktail and one no alcohol
Total budget		Sets your shopping list

2. Party Zones

Spread the party out so nobody gets stuck in the kitchen.

Zone	What goes here	Check
Entry	Welcome sign, guest book, coat spot	
Food	Grazing board, napkins, plates	
Drinks	Tub of ice, cocktail tools, glasses	
Chill corner	Seating, candles, music	
Games	Table or yard game	

3. Guest List and RSVPs

Name	RSVP	Food notes	Done?

4. Shopping and Budget

Item	Budget	Notes	Done?
Decor and lights			
Food and board			
Drinks and ice			
Plates and napkins			
Games and music			
Favors			
Total			

5. Day-Of Timeline

- Two days before: shop, clean and plan the playlist.
- Morning: set up the entry, sign and lights.
- Two hours before: put out plates, napkins and the drink tub.
- One hour before: build the grazing board and light the candles.
- Fifteen minutes before: start the music and pour your own drink.
- At the door: greet every guest and point to the drinks.

6. Wrap-Up Checklist

- Take a few photos before guests arrive.
- Offer favors at the door as people leave.
- Save the guest book for a shelf.
- Blow out candles and pick up decor.
- Text a thank you the next day.
- Note what to change next time.