



EVENT CHECKLIST

EVENT: **ENGAGEMENT PARTY**

EVENT DATE _____

- BUDGET SET
- INVITATIONS ORDERED
- INVITATIONS SENT
- CATERING CONTRACT
- MENU CHOSEN
- BAR / BARTENDER CONTRACT
- ENTERTAINMENT / DJ CONTRACT
- PHOTOGRAPHER CONTRACT
- CAKE ORDERED
- ORDER OF EVENTS DETERMINED
- RITUALS PLANNED
- TOASTS/ SPEECHES PLANNED
- PARTY FAVORS
- DECORATIONS
- FLOWERS ORDERED
- ATTIRE SELECTED
- CLEAN UP CREW
- THANK YOU
- PHOTO SHARING
- _____
- _____

TIME _____

PLACE _____

HOST _____

NOTES:

