

# 50th Wedding Anniversary Party

## PLANNING CHECKLIST

### 1 YEAR OR MORE BEFORE

- Decide on a budget
- Pick a date
- Make a guest list
- Find and book the venue
- Secure tent rental (if needed)

### 7-8 MONTHS BEFORE

- Mail, text or e-mail 'Save the Date'

#### *Book Vendors:*

- Event Planner
- Caterer
- Bartender
- Photographer
- Videographer
- Limo or other transportation
- Entertainment, DJ, band
- Florist

#### *Secure Rental Items (if needed):*

- Tables
- Chairs
- Table linens & chair covers
- Dinnerware: dishes, glasses, flatware

### 6-8 MONTHS BEFORE

- Pick your theme and colors
- Design/order invitations & rsvp cards

#### *Make arrangements for out-of-town guests:*

- Transportation
- Hotel or other accommodations

### 5-6 MONTHS BEFORE

- Order the cake
- Meet with the florist

### 3 MONTHS BEFORE

- Mail invitations

#### *Finalize details with event planner/caterer:*

- Menu
- Table linen & chair covers
- Seating arrangements
- Lighting
- Entertainment area
- Gift, cake & guest book tables
- Photo table or digital photo display

#### *Finalize decorations (purchase/make):*

- Centerpieces & table runners
- Photo display
- Guest sign-in book
- Banners
- Disposable plates, cups, silverware, napkins
- Cake topper and server

#### *Finalize gifts (purchase/make):*

- For the special couple
- Favors for guests

### 1 MONTHS BEFORE

- Confirm final guest count & menu
- Make seating arrangement/place cards
- Plan & shop for clothes/shoes

### 1-2 WEEKS BEFORE

- Make final payment to all vendors
- Confirm details & delivery times with vendors
- Set aside cash tips in envelopes

### THE DAY OF THE PARTY

If you're decorating the day of the party, try to arrive early and enlist helpers!

***With all of the hard work and planning done, it's time to relax and party!***