

# Halloween Party Planning Checklist

## Location

- 🍂 Chose a theme.
- 🍂 Pick the location.
- 🍂 Choose the date and time.
- 🍂 Send out invitations.
- 🍂 Follow up on invites.

## Food and Drinks

- 🍂 Decide on the menu.
- 🍂 Prepare the shopping list.
- 🍂 Buy and prepare the food:
  - 👕 Snacks
  - 👕 Starters
  - 👕 Main course
  - 👕 Desert
  - 👕 Special dietary requests
  - 👕 Other
- 🍂 Buy and prepare the drinks:
  - 👕 Drinks for kids
  - 👕 Drinks for adults
- 🍂 Alternatively, order the caterer.
- 🍂 Prepare Trick-or-Treat sweets.

## Outfit

- 🍂 Select an outfit:
  - 👕 Make up
  - 👕 Hair
  - 👕 Nails
  - 👕 Accessories
  - 👕 Other

## Entertainment

- 🍂 Select the music.
- 🍂 Prepare activities for the kids.
- 🍂 Arrange for nanny or baby-sitter.
- 🍂 Get films, if you're having a film night.
- 🍂 Charge your phone.

## Decoration

- 🍂 Get party decoration:
  - 👕 Skeletons
  - 👕 Ghosts
  - 👕 Cobwebs
  - 👕 Candles
  - 👕 Balloons
  - 👕 Other
- 🍂 Put up party decoration.
- 🍂 Get party gear:
  - 👕 Napkins
  - 👕 Plates
  - 👕 Cups/glasses
  - 👕 Utensils
  - 👕 Tablecloth
  - 👕 Serving dishes
  - 👕 Other
- 🍂 Arrange house and garden for guests:
  - 👕 Wood for fire pit
  - 👕 Blankets for outside
  - 👕 Citronella to keep mosquitos away
- 🍂 Put up party gear.

## Transportation

- 🍂 Clear parking spaces for guests.
- 🍂 Arrange for driver or taxi to go home.

## Finally

Have a hair-raising Halloween party!