

HOUSEWARMING PARTY

PLANNING CHECKLIST



1. Set the Foundation (3 weeks out)

- Pick a date (2–6 weeks after move-in)
- Choose party style
- Draft guest list
- Ask about dietary restrictions/allergies
- Decide budget/ start expense tracking
- Plan backup option for outdoor events
- Research guest parking options

2. Plan the Details (2 weeks out)

- Send invitations with RSVP and new address
- Pick a theme (optional)
- Plan menu with dietary accommodations
- Decide on drinks (alcoholic & non-alcoholic)
- Arrange seating (indoor/outdoor)
- Create playlist or set up speaker
- Safety check (walkways, lighting, pets)

3. Prepare Your Home (1 week out)

- Declutter guest areas
- Decide on house tour route/private rooms
- Test lighting in party spaces
- Locate emergency/ nearest hospital
- Clean bathroom, kitchen, entry, living areas
- Set up coat/bag drop area
- Add simple décor (flowers, lights, candles)

4. Party Essentials (2–3 days out)

- Gather plates, napkins, cups, utensils
- Collect serving dishes & drink dispensers
- Stock ice, bottle opener, corkscrew
- Set trash/recycling bins in visible spots
- Stock bathroom with soap & extra TP
- Double-check parking plan/signs if needed

5. Day-Of Checklist

- Pick up food, drinks, ice
- Set up food & drink stations
- Test lighting and adjust
- Light candles or party lights
- Start playlist
- Snap “before” photos
- Do final safety walk-through
- Welcome guests & enjoy!

6. Fun Extras (Optional)

- Guestbook or house map for notes
- Housewarming games
- DIY photo booth with backdrop & props
- Party favors

7. After the Party

- Send thank-you notes/texts
- Share photos with guests
- Track expenses vs. budget
- Enjoy leftovers