

Halloween Checklist

Follow this *to-boo* list and your party is sure to be a scream!



3 (or more) weeks before:

- ☐ Choose your theme
- ☐ Pick date/time/location
- ☐ Plan your menu
- ☐ Create your guest list
- ☐ Make and send invitations
- ☐ Plan your decor
- ☐ Create a schedule for the event (if needed)



1 week before:

- ☐ Purchase non-perishable food and supplies
- ☐ Begin creating decor
- ☐ Create a schedule for games or activities
- ☐ Build a fun or spooky music playlist for your event

1-2 days before:

- ☐ Purchase remaining food items
- ☐ Assemble any make-ahead dishes
- ☐ Set up games and activities
- ☐ Decorate your space

Day-of

- ☐ Cook remaining party food (5-6 hours before)
- ☐ Set up any last minute decorations
- ☐ Pick-up remaining items needed (ice, balloons, etc.)
- ☐ Set up food/dessert table (1-2 hours before)
- ☐ Reheat make-ahead dishes (1 hour before)
- ☐ Cue up the custom playlist
- ☐ Get ready to greet your guests!



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