



Engagement Party Planning Checklist

Step 1: Host & Guest Planning

- Decide who will host the engagement party
- Discuss budget with host(s)
- Create a preliminary guest list
- Decide on plus-ones or children (if any)

Step 2: Date & Venue

- Choose a date and time
- Consider holidays, weekends, or travel schedules
- Select and book a venue
- Plan for weather/back-up options

Step 3: Budget & Priorities

- Set a total budget
- Allocate funds for venue, food, décor, invitations, entertainment, favors
- Prioritize must-haves vs. nice-to-haves

Step 4: Invitations

- Finalize guest list
- Choose invitation type
- Select wording
- Send invitations 3–6 weeks before event
- Track RSVPs