

ENGAGEMENT PARTY PLANNING CHECKLIST

Well Chosen Weddings | Wedding Planning + Tips + Advice

A Note From Chris

An engagement party is your very first chance to slow down, pop some champagne, and celebrate this beautiful new milestone with the people who love you most. Don't worry about trying to make it match the grandeur of your wedding day—keep the focus on fun, love, and community. Use this initial checklist to outline the basics so you can kick off your journey completely stress-free!

*Cheers to your love story,
Chris Ramsay*

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STEP 1: HOST & GUEST PLANNING

Decide who will host the engagement party

Host name(s)...

Discuss budget with host(s)

Budget discussions / agreement...

Create a preliminary guest list

Target guest count or key families...

Decide on plus-ones or children (if any)

Guest policy notes...

STEP 2: DATE & VENUE

Choose a date and time

Target date & time options...

Consider holidays, weekends, or travel schedules

Conflicts to avoid...

Select and book a venue

Venue name / location...

Plan for weather/back-up options

Rain backup plan...

STEP 3: BUDGET & PRIORITIES

Set a total budget

Total target budget...

Allocate funds for venue, food, décor, invitations, entertainment, favors

Category budget breakdown...

Prioritize must-haves vs. nice-to-haves

Top priorities for the party...

STEP 4: INVITATIONS

Finalize guest list

Finalized count / list link...

Choose invitation type

Digital, printed, paper style...

Select wording

Invitation phrasing text...

Send invitations 3-6 weeks before event

Target mail/send date...

Track RSVPs

Current response summary...

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