End of School Year Party Planning To-Do List

Food

* + Order coffee and tea
    - Creamer, sugar, sweetener, stirrers
  + Pick up juice
  + Need pitcher for water
  + Cups for warm drinks
  + Cups for water
  + Order food from store
    - Bananas, oranges
    - Cake
  + Plates
  + Napkins
  + Cutlery: forks, spoon, knives

Games

* + Need to find a volunteer to come up with games for the party

Invitations

* + Finalize invitation letter
  + Get final list of parents from school
  + Send letter 30 days before party
  + Send reminder 2 weeks before party
  + Email parents who have not sent RSVPs within 1 week of the party
  + Send last reminder 3 days before party