

Halloween Party Checklist

Close the plan in four steps. Give every party-day moment one owner and a clear finish.

Party date _____

■ SET THE PARTY BOUNDARY

Place _____ Party starts _____ Party ends _____ Guest estimate _____

What will count as ready _____

■ CLOSE THE PLAN BEFORE PARTY DAY

	DECISION OR JOB TO FINISH	DUE BY	OWNER	ANSWER LIVES HERE
2+ weeks before				
1 week before				
Day before				
Party day				

■ RUN FOUR PARTY MOMENTS

	STARTS	FINISHED WHEN	OWNER	FINAL HANDOFF
Setup				
Arrivals				
Activity reset				
Closeout				

■ GIVE THE PLANNER A STRETCH OFF DUTY

If a question comes up during this window, it goes to the named person first.

Planner off duty from _____ Until _____ Questions go to _____