

Party Planning Equipment Checklist

A robust, printable checklist based on your party planning equipment post. Use it before every gathering so your setup, serving flow, and cleanup are covered.

Pro tip: Pull out these items before guests arrive so you are not scrambling once food is hot and people begin to arrive.

Serving Essentials

- Large serving platters
- Tiered serving trays or stands
- Charcuterie boards
- Small bowls for dips and sauces
- Cake stand or dessert stand
- Extra serving plates for refills

Food Warming and Prep

- Slow cookers
- Chafing dishes
- Electric warming trays
- Sheet pans or prep trays
- Aluminum foil for tenting or covering
- Oven mitts or heat-safe gloves

Drink Station Setup

- Drink dispensers
- Ice buckets
- Cups or glassware
- Cocktail napkins or beverage napkins
- Pitcher for water, tea, or lemonade
- Drink labels or markers

Hosting Tools

- Serving tongs
- Serving spoons
- Spreaders or small knives
- Food labels or place cards
- Toothpicks or cocktail picks
- Extra serving utensils for backup

Setup and Cleanup

- Trash bags
- Recycling bin or bag
- Paper towels
- Cleaning wipes or kitchen towels
- Tablecloth or runner
- Extra napkins

Storage and Leftovers

- Foil pans
- Airtight storage containers
- Zip-top bags
- Plastic wrap or foil
- Take-home containers for guests
- Permanent marker or labels for leftovers

Optional planning notes: _____
