

Easter Egg Hunt Planning Checklist

Three Weeks Before Party:

- Send out invitations (request RSVP at least 1.5 weeks before event)

Two Weeks Before Party:

- Determine # of eggs to be filled (e.g., Number of Kids x 20 = Total number of eggs)
- Purchase fillers

One Week Before Party:

- Create menu
- Fill eggs (Separate the filled eggs into several bags so that when they are spread across the yard, there is a good mix of items for the kids to pick up. You don't want one child to get the same item in each of their eggs)

Three Days Before Party:

- Shop for menu (if you don't already have, buy plastic containers for packing up food for guests and/or freezing left overs)

Day Before Party:

- Prep all of your food
- Write out tent cards indicating the food that you're serving. Indicate if an item has nuts (to avoid any allergic reactions)
- Write out the cooking temps and times for each hot food item. Determine when they will go into the oven.
- Take out the serving utensils, serving bowls, etc. that will be used during the buffet
- Spread tablecloths
- Unwrap and place plates, cups, utensils
- Make sure that your camera is charged

Day of Party:

- Take items out of the fridge to bring them up to room temperature (this will allow for ...)
- Set up drink station
- As guests arrive, take coats and purses and place them in a designated area
- Designate 'egg spreaders'
- Take tons of pictures!
- Breathe and Have Fun!