PARTY PLANNER

A WORKSHEET TO HELP YOU STAY ON TRACK

OCCASION: | THEME: | DATE/TIME:

1-2 MONTHS TO GO

- ○ Select a party theme
- ○ Make guest list
- ○ Choose a location
- ○ Purchase invitations
- ○ Make menu
- ○ Decide on decorations
- ○ Send out invitations
- ○
- ○
- ○

2 WEEKS TO GO

- ○ Order any food
- ○ Shop for supplies
- ○ Make DIY items
- ○ Buy thank you cards
- ○ Package favors
- ○
- ○
- ○
- ○
- ○

DAY OF PARTY!

- ○ Pick up food/ice/decor
- ○ Set up party
- ○ Enjoy all your hard work
- ○
- ○
- ○
- ○
- ○
- ○
- ○

FOOD & DRINKS

DECORATIONS

ACTIVITIES

NOTES

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