

PARTY PLANNING CHECKLIST



Occasion: _____ Day/ Date/ Time: _____

GUEST LIST

Names	No. of Kids	RSVP'd	Yes	No

Date Invites sent: _____ RSVP date: _____ No. of guest attending: _____

THEME: _____

GAMES: _____

MUSIC: _____

FOOD: **Budget \$** _____

Appetizers	Main	Dessert / Cake

REFRESHMENTS: **Budget \$** _____

Non alcoholic + amount	Alcoholic + amount	Kids

SHOPPING LIST

Non food items	Non Perishables	Fresh Food
<i>Decorations:</i>		
<i>Party Favors:</i>		

Notes: _____

Courtesy of: www.parties-and-picnics.com ☺