The PARTY PLAN

EVENT

THEME ____ DATE ___/___/___ TIME ____ $ BUDGET

DECOR:

PLACE ____ ❑ BOOKED

____	own make borrow or buy (CIRCLE) ____	$____
____	own make borrow or buy ____	$____
____	own make borrow or buy ____	$____
____	own make borrow or buy ____	$____
____	own make borrow or buy ____	$____
____	own make borrow or buy ____	$____
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____	own make borrow or buy ____	$____
____	own make borrow or buy ____	$____
____	own make borrow or buy ____	$____
____	own make borrow or buy ____	$____
____	own make borrow or buy ____	$____

MENU: ❑ CATERED

____
____
____
____
____
____
____
____
____
____

HIRED HELP:

____ $____
____ $____
____ $____

ENTERTAINMENT/GAMES:

❑ PRIZES ❑ PARTY FAVORS

____ $____
____ $____
____ $____

GUESTS:

____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO
____	YES NO

INVITATIONS:

MAKE · EMAIL · CALL · BUY

STORE ____

___/___/___ MAIL ON: $____

SKETCH:

MONTH BEFORE

- ❑ Fill out this worksheet
- ❑ Make reservations/rentals
- ❑ Make/Buy/Find Decor
- ❑ Send out Invitations (2 wks before)

WEEK BEFORE

- ❑ Buy Non-perishables
- ❑ Make Playlist
- ❑ Pick out all serveware
- ❑ Order food/Make grocery list

DAY BEFORE

- ❑ Finish grocery Shopping
- ❑ Food Prep. Freeze/Unfreeze food
- ❑ Clean & decorate house
- ❑ Charge Camera

DAY OF

- ❑ Final Cooking
- ❑ Set out food & final decor
- ❑ Do a wall-thru
- ❑ Turn on the music & enjoy!

*ATTACH RECIPES, PHOTOS, ETC.

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