

# PARTY PLANNER

A WORKSHEET TO HELP YOU STAY ON TRACK

OCCASION:	THEME:	DATE/TIME:
<b>1-2 MONTHS TO GO</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Select a party theme</li><li><input type="checkbox"/> Make guest list</li><li><input type="checkbox"/> Choose a location</li><li><input type="checkbox"/> Purchase invitations</li><li><input type="checkbox"/> Make menu</li><li><input type="checkbox"/> Decide on decorations</li><li><input type="checkbox"/> Send out invitations</li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul>	<b>2 WEEKS TO GO</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Order any food</li><li><input type="checkbox"/> Shop for supplies</li><li><input type="checkbox"/> Make DIY items</li><li><input type="checkbox"/> Buy thank you cards</li><li><input type="checkbox"/> Package favors</li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul>	<b>DAY OF PARTY!</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Pick up food/ice/decor</li><li><input type="checkbox"/> Set up party</li><li><input type="checkbox"/> Enjoy all your hard work</li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li><li><input type="checkbox"/></li></ul>
<b>FOOD &amp; DRINKS</b>		<b>DECORATIONS</b>
<b>ACTIVITIES</b>		<b>NOTES</b>