

PARTY PLANNER

A WORKSHEET TO HELP YOU STAY ON TRACK

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