

# — 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> <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> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>																																	
<b>FOOD &amp; DRINKS</b>		<b>DECORATIONS</b>																																	
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<b>ACTIVITIES</b>		<b>NOTES</b>																																	
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