

The PARTY PLAN

EVENT _____

THEME _____

DATE / /

TIME _____



BUDGET _____

DECOR:

BOOKED

PLACE

_____	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	_____	\$
_____	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	_____	\$
_____	own make borrow or buy	_____	\$
_____	own make borrow or buy	_____	\$
_____	own make borrow or buy	_____	\$

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
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_____	YES NO
_____	YES NO
_____	YES NO
_____	YES NO
_____	YES NO
_____	YES NO
_____	YES NO
_____	YES NO
_____	YES NO

MENU: CATERED

HIRED HELP:

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$

ENTERTAINMENT/GAMES:

PRIZES PARTY FAVORS

_____	\$
_____	\$
_____	\$
_____	\$

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 walk-thru
- Turn on the music & enjoy!

*ATTACH RECIPES, PHOTOS, ETC.

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