

# party planning worksheet

occasion

who type of party

_____	=	_____	=	_____
_____	=	_____	=	_____
_____	=	_____	=	_____
_____	=	_____	=	_____
_____	=	_____	=	_____
_____	=	_____	=	_____

what (themed)

where (themed)

when (time and date)

\_\_\_\_\_

food and drink

_____	=	_____
_____	=	_____
_____	=	_____

games and activities

_____	=	_____	=	_____
_____	=	_____	=	_____
_____	=	_____	=	_____

favors

_____	=	_____	=	_____
_____	=	_____	=	_____

order of events

\_\_\_\_\_

\_\_\_\_\_