

PARTY PLANNING

Worksheet

<i>Event & Occasion:</i>	<i>Budget: \$</i>
<i>Theme:</i>	<i>Day:</i>
<i>Decor:</i>	<i>Date: / /</i>
<i>Activities:</i>	<i>Time:</i>
<i>Party Favors:</i>	<i>Place:</i>

INVITATIONS: MAKE · EMAIL · CALL · BUY	ONE MONTH BEFORE : MAKE CATERER RESERVATIONS, BOOK BANDS OR LOCATIONS, RESERVE RENTALS. START DIY DECOR. SEND INVITES.
<i>Mailing date:</i> / / <i>Mail invites two-three weeks before.</i>	

<i>GUEST LIST:</i>	{ Y or N }	{ }	{ }
	{ }	{ }	{ }
	{ }	{ }	{ }
	{ }	{ }	{ }
	{ }	{ }	{ }
	{ }	{ }	{ }
	{ }	{ }	{ }
	{ }	{ }	{ }
	{ }	{ }	{ }
	{ }	{ }	{ }
	{ }	{ }	{ }

<i>SIP:</i>	{ }	<i>SNACK:</i>	{ }	<i>SERVING WARE:</i>	{ }
	{ }		{ }		{ }
	{ }		{ }		{ }
	{ }		{ }		{ }
	{ }		{ }		{ }
	{ }		{ }		{ }
	{ }		{ }		{ }
	{ }		{ }		{ }
	{ }		{ }		{ }
	{ }		{ }		{ }

ONE WEEK BEFORE : BUY NON-PERISHABLE FOODS. START COMPILING PLAYLIST. MAKE SURE ALL SERVING WARE IS READY TO GO. MAKE A GROCERY LIST FOR ALL REMAINING FOOD. CALL TO CONFIRM WITH RENTALS, CATERER, CAKE DECORATOR, ENTERTAINMENT, ETC. COMPLETE DIY DECOR. BUY LAST MINUTE DECORATIONS.	ONE DAY BEFORE : MAKE GROCERY RUN FOR PERISHABLE FOODS. START FOOD PREP. FINISH ANY MAKE-AHEAD RECIPES. CLEAN AND DECORATE. FINALIZE PLAYLIST. LAY OUT SERVING WARE WITH STICKY NOTES INDICATING WHICH MENU ITEMS GO WHERE. MAKE SURE CAMERAS ARE CHARGED. CONFIRM ANY LAST MINUTE DETAILS WITH GUESTS.	DAY OF : MORNING: FINISH DECOR, LAST MINUTE ERRANDS. NOON: PICK UP CAKE, TAKE SHOWER. AFTERNOON: FINISH FOOD, LAST MINUTE WALK-THRU, TURN ON MUSIC, KEEP FOOD WARM IN OVEN, LIGHT CANDLES AND TURN ON ALL LIGHTS IN HOUSE. THIRTY MINUTES BEFORE, PULL WHITE WINE FROM FRIDGE AND PUT RED WINE IN FRIDGE. REMOVE. PARTY!
---	--	--