

— PARTY PLANNER —

A WORKSHEET TO HELP YOU STAY ON TRACK

OCCASION:

THEME:

DATE/TIME:

1-2 MONTHS TO GO

- Select a party theme
- Make guest list
- Choose a location
- Purchase invitations
- Make menu
- Decide on decorations
- Send out invitations
-
-
-

2 WEEKS TO GO

- Order any food
- Shop for supplies
- Make DIY items
- Buy thank you cards
- Package favors
-
-
-
-
-

DAY OF PARTY!

- Pick up food/ice/decor
- Set up party
- Enjoy all your hard work
-
-
-
-
-
-

FOOD & DRINKS

DECORATIONS

ACTIVITIES

NOTES
