



PARTY PLANNER

Party Date:..... Time:.....

Occasion:..... Theme:.....

Color Palette:.....

Location:..... Budget:.....

brainstorm

Blank space for brainstorming ideas.

ideas & inspiration

Blank space for ideas and inspiration.



GUEST LIST

NAME	ADDRESS	YES/NO



PARTY FOOD

entrées

.....

.....

.....

.....

.....

.....

.....

.....

desserts

.....

.....

.....

.....

.....

.....

.....

.....

drinks

.....

.....

.....



PARTY FOOD SHOPPING LIST

ITEMS:	VENDOR:
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

ITEMS:	VENDOR:
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

ITEMS:	VENDOR:
.....
.....
.....
.....
.....



PARTY DECOR

ideas & inspiration

A large, empty rectangular box with a thin grey border, intended for writing ideas and inspiration.

notes

A large rectangular box with a thin grey border, containing horizontal dotted lines for taking notes.



PARTY DECOR

ITEMS:	VENDOR:
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

ITEMS:	VENDOR:
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

ITEMS:	VENDOR:
.....
.....
.....
.....
.....



ENTERTAINMENT

music

.....

.....

.....

.....

.....

games

.....

.....

.....

.....

.....

.....

.....

.....

entertainment

.....

.....

.....

.....

.....

.....

.....

.....



VENDOR DIRECTORY

NAME:.....
SERVICES/ITEMS:.....
.....
WEBSITE:.....
PHONE:..... EMAIL:.....

NAME:.....
SERVICES/ITEMS:.....
.....
WEBSITE:.....
PHONE:..... EMAIL:.....

NAME:.....
SERVICES/ITEMS:.....
.....
WEBSITE:.....
PHONE:..... EMAIL:.....

NAME:.....
SERVICES/ITEMS:.....
.....
WEBSITE:.....
PHONE:..... EMAIL:.....

NAME:.....
SERVICES/ITEMS:.....
.....
WEBSITE:.....
PHONE:..... EMAIL:.....



PARTY CHECKLIST

- Choose party theme & colors
- Set date, time & RSVP date
- Set budget
- Set location
- Create guest list
- Send invitations
- Choose decor, paperware, centerpieces, linens etc.
- Plan menu & foods
- Order/plan cake
- Plan activities & entertainment
- Create shopping list
- Confirm number of guests
- Purchase food, decor & supplies
- Plan music & venue layout
- Plan photos/picture slideshow
- Plan party outfit
- Make decorations
- Organize party favours
- Organize bathrooms/parking
- Charge camera/video camera
- Make day of party schedule
- Cook/bake party food
- Pick up cake
- Buy/arrange fresh flowers
- Clean/tidy venue
- Decorate venue
- Set up food buffet/tables
- Set up drinks & glassware/cups
- Greet guests & have fun!

notes

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



PARTY PLANNING CHECKLIST

ONE MONTH

- Choose party theme & colors
- Set date, time & RSVP date
- Set budget
- Set location/venue
- Create guest list
- Send invitations
- Book vendors & pay deposits

THREE WEEKS

- Choose menu/foods/drinks
- Plan decor & music
- Plan activities & entertainment
- Order/plan cake
- Order flowers
- Rent/purchase decor, tables etc.
- Plan Menu

TWO WEEKS

- Choose outfit
- Create music/playlist
- Purchase drinks/alcohol
- Purchase nonperishable items
- Finalize menu & foods
- Begin to finalize guest list
- Plan/print photos/picture slideshow

ONE WEEK

- Finalize guest list & follow up RSVPs
- Purchase food
- Make/purchase decorations
- Make/organize party favours
- Organize bathrooms/parking
- Create day of party schedule

3 DAYS

- Clean venue
- Re-arrange & decorate venue
- Wash serving pieces, glassware, plates & utensils

1-2 DAYS

- Final food/grocery shopping
- Prepare food items/baking
- Pick up flowers
- Move furniture, set up tables, chairs, drinks station & buffet

DAY OF PARTY

- Pick up cake
- Add final decor touches
- Chill drinks
- Set up gift table
- Set up drinks, glassware/cups
- Set up food/buffet table
- Get dressed
- Greet guests & have fun!



MONTHLY PLANNER

MONTH:.....

SUN	MON	TUES	WED	THURS	FRI	SAT

to do

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

to do

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



WEEKLY PLANNER SCHEDULE

WEEK:.....

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

to do

.....

.....

.....

.....

.....

.....

to do

.....

.....

.....

.....

.....

.....



DAY OF PARTY SCHEDULE

7am

8am

9am

10am

11am

12noon

1pm

2pm

3pm

4pm



PARTY PLANNER

notes

A large rectangular area with a thin grey border, containing 25 horizontal dotted lines for writing notes.