

Party Planning

Celebrating: _____

Theme: _____ When: _____ Where: _____

Est. # Adults: _____ Est. # Children: _____

Activity: _____

Notes:

think about: materials needed/when to prep/# needed/

Activity: _____

Notes:

think about: materials needed/when to prep/# needed/

Activity: _____

Notes:

think about: materials needed/when to prep/# needed/

Party favors: _____

Notes:

think about: materials needed/when to prep/# needed/

Party Menu

Sweet

- _____
- _____
- _____
- _____

Savory

- _____
- _____
- _____
- _____

Drinks

- _____
- _____
- _____
- _____

Dessert

- _____
- _____
- _____
- _____

Shopping List



Shopping List

Food:

Supplies:

- tablecloths
- plates/bowls
- napkins
- cutlery
- cups
- ice

Decorations & Setup

Guest Book

Remember:

Count Down To-Do

5 days
before

4 days
before

3 days
before

2 days
before

1 day before

Party Day To-Do

- set up folding tables
- tablecloths on tables
- set up activities
- party favors ready to go
- serving-ware out
- plates/cutlery/napkins out
- music playing

- put food out
- put ice out



Additional Notes



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