

# the party plan

*to do's*

- make guest list
- reserve location
- make / buy invitations # \_\_\_\_\_  
design: \_\_\_\_\_
- send invitations (buy stamps)
- order / make cake (ice cream)
- arrange games / entertainment  
name \_\_\_\_\_  
contact info \_\_\_\_\_  
time/activity \_\_\_\_\_  
special requests \_\_\_\_\_
- buy / order gifts \_\_\_\_\_  
\_\_\_\_\_
- buy food & decorations
- buy party favors \_\_\_\_\_  
packaging \_\_\_\_\_  
other materials \_\_\_\_\_

*details*

- occasion \_\_\_\_\_
- date \_\_\_\_\_
- time \_\_\_\_\_
- location {reserve} \_\_\_\_\_  
\_\_\_\_\_

*decorations*

- party theme \_\_\_\_\_
- colors \_\_\_\_\_
- buffet backdrop \_\_\_\_\_
- streamers/signs \_\_\_\_\_
- hanging accents \_\_\_\_\_
- balloons (#/colors) \_\_\_\_\_
- table clothes \_\_\_\_\_
- table accents \_\_\_\_\_
- risers (#/type) \_\_\_\_\_
- tables (#/size) \_\_\_\_\_
- chairs (#/style) \_\_\_\_\_
- other décor \_\_\_\_\_  
\_\_\_\_\_

*games*

- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_

*supplies*

- cups (#/color) \_\_\_\_\_
- plates (#/color) \_\_\_\_\_
- napkins (#/color) \_\_\_\_\_
- utensils (#/color) \_\_\_\_\_
- straws (#/style) \_\_\_\_\_
- platters (#/size) \_\_\_\_\_
- serving utensils \_\_\_\_\_
- garbage sacks \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*guests*

- |                          |       |                          |       |                          |       |
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# party! party! party!

*food*

- main dish \_\_\_\_\_
- drinks \_\_\_\_\_  
cooler ice pitchers
- snacks/sides
- veggies \_\_\_\_\_  
dip \_\_\_\_\_
- fruit \_\_\_\_\_  
dip \_\_\_\_\_
- crackers/ chips \_\_\_\_\_  
dip/ spreads \_\_\_\_\_
- candy \_\_\_\_\_
- other snacks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*cake*

- Order / make cake  
supplies: \_\_\_\_\_  
\_\_\_\_\_
- Store name \_\_\_\_\_
- phone # \_\_\_\_\_
- pick up \_\_\_\_\_
- ice cream \_\_\_\_\_
- stand / table
- candles (#/color) \_\_\_\_\_

*shopping*

## grocery store

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## dollar store

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## Order online

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