

the party plan

the 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

- | | | | | | |
|--------------------------|-------|--------------------------|-------|--------------------------|-------|
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |

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

dollar store

Order online

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____