party planner

: event name : _____
: date : _____
: time : _____
: location : _____
: budget : _____
: theme / color pallette : _____
: # of guests : _____

: activities :

: food :

: desserts :

: favors / extras :

: checklist :

- O finalize date & time
- O create guest list
- O finalize location
- O determine RSVP date
- O send invitations (mail or online)
- O determine table settings
- O determine centerpieces
- O plan activities
- O set up entertainment
- O plan menu
- O purcahse party favors
- O confirm number of guests
- O plan for gifts location (of necessary)
- O plan food layout
- O determine style- cocktail or sitdown
- O determine schedule
- O plan for a photographer (even if its you)
- O _____
- O _____
- O _____
- O _____
- O _____
- O _____
- O _____
- O _____
- O _____
- O _____
- O _____

: notes :

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