Party Planner

**Date:**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guest List is at the back of the planner**

**Type of Party – Birthday, Holiday, Engagement, Shower, etc.**

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**Party Theme:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Design Invitations:** Paper in the mail, Email

Date Designed \_\_\_\_\_\_\_\_\_\_\_\_ Date Sent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Inside Decorations Bought or Created** Budgeted Amount $\_\_\_\_\_\_\_\_ Amount Spent $\_\_\_\_\_\_\_\_\_

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**House and Yard Decorated** Budgeted Amount $\_\_\_\_\_\_\_\_ Amount Spent $\_\_\_\_\_\_\_\_\_

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**Party Favors** Budgeted Amount $\_\_\_\_\_\_\_\_\_\_ Amount Spent $\_\_\_\_\_\_\_\_\_\_\_

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**Menu Created** Budgeted Amount $\_\_\_\_\_\_\_\_\_\_\_\_ Amount Spent $\_\_\_\_\_\_\_\_\_\_\_

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**Grocery List**

Ice, ice and more ice

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**Clean Up and Party Prep**

Clean bathrooms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rearrange furniture to make more room \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent chairs and tables if necessary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remove breakable items or antiques\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dust and Vacuum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Borrow ice chests and coolers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clean out refrigerator and freezer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Make Ahead Dishes Done**

Dish name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dish name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dish name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Dish name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dishes Made Day of Party**

Dish name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dish name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Dish name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Liquid Refreshments**

Wine Needed 1 bottle for every 4 guests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beer needed 1 bottle per guest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Soft drinks 2 cans per guest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mixed Drinks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Punch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Table Settings**

Check serving platters, trays, crock pots and pans to hold ice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set serving tables in a dry run and label each container with its contents. Decide what you need to borrow, rent or buy.

Additional Serving platters etc. required.

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Photograph the tables to remember what goes where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check linens, table clothes and napkins, plates, cups, glasses, flatware.**

Purchase or borrow what you need

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Set up bar tables for the drinks. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tables and Chairs**

You don't need a chair for every guest but should have enough seating for at least half of the guests. Small tables placed around the party area give guests a place to set down their drinks or food.

Chairs Needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tables Needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Determine Party Games and Activities.**

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**Prizes for Games Winners**

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**Party Favors for Guests** Budgeted Amount $\_\_\_\_\_\_\_\_\_\_\_\_ Amount Spent $\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Clean Up**

Remove trash

Wash dishes

Take down inside decorations

Take down outside decorations

Clean bathrooms

Clean kitchen.

Vacuum party area

Mop floors

Put furniture back where it belongs

Fill tub with bubble bath, sit back, and relax.

Guests: Choose the age of guests. Toddler and preschoolers, Grade school, Tweens, Teens, or Adults

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**Guest List and Contact Information**

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