

# Party Planning Worksheet

Occasion: \_\_\_\_\_

Date: \_\_\_\_\_

Color Scheme: \_\_\_\_\_

Theme: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

## One Month Before

- Book place for party--pay fees if needed
- Invitations:
  - Purchase/Make Invitations
  - Print Out Invitation info.
  - Address Envelopes
  - Mail Out Invitations/E-mail
- Plan menu/food list
- Plan and prepare craft/activity
- Plan games/buy prizes
- Get babysitter for kids (if needed)
- \_\_\_\_\_
- \_\_\_\_\_

## One Day Before Party

- Prepare food that can be made ahead
- Set up food areas
- Put snack-type foods & sides in serving bowls/cover with saran wrap or foil
- Set up coolers
- Clean house/yardwork
- Put leaf in table (if needed)
- Set table
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Two Weeks Before

- Make Ice
- Select music
- \_\_\_\_\_
- \_\_\_\_\_

## Day of Party

- Take out trash/recycle
- Buy ice (for coolers)—if needed
- Set up beverage station
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## One Week Before

- Written "To-Do" list for party day (for helpers)
- Prepare cameras (check batteries, memory card, etc.)
- Arrange/set-up extra tables
- Prepare goodie bags (if doing)
- Pull out serving pieces
- Iron linens for tables
- Order balloons (if doing)
- \_\_\_\_\_
- \_\_\_\_\_

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## To Buy

- Paperware
  - Plates (small & big)
  - Napkins
  - Forks, Knives, Spoons
  - Bowls
  - Cups
- Invitations
- Food
- Drinks
  - Soda
  - Beer
  - Wine
  - Juice/punch
- Goodie bags & items inside
- Prizes for games

GUESTS			MENU
<u>Name</u>	<u>RSVP</u>	<u>Number of Guests</u>	<u>FOOD</u>
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
11.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
12.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
13.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
14.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
15.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
16.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
17.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
18.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
19.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<u>DRINKS</u>
20.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
21.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
22.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
23.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
24.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
25.	<input type="checkbox"/> Yes <input type="checkbox"/> No		