



Party Planner

Event	Date
Location	Alternative Location
Theme	Number of Invites

Guest	Address	Invited	RSVP'd

Decorations

Activities

Shopping List

Menu



Party Countdown



Checklist



3 to 4 Weeks Before

- Create Guest List
- Select Theme
- Decide on Location
- Buy Invites
- Decide on Theme
- Activities

1 to 2 Weeks Before

- Purchase Decorations
- Order Cake
- Make or Buy Favors
- Send Invites
- Finalize Party Games and Activities

1 Day Before

- Prepare Party Favors
- Select Theme
- Charge Camera
- Buy Batteries
- Pick Up or Make Cake
- Prepare Food

Party Day

- Clean
- Buy Ice
- Last Minute Food Prep
- Decorate
- Stay Calm
- Enjoy

Item	Order Date/Pick Up Date	Order #	Where

Thank You Card Information



Present	Giver	Address of Giver	Card Sent