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Party Planner



Invitation List

Party

Date

[illegible]

Guest List

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____

23. _____
24. _____
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27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____
36. _____
37. _____
38. _____
39. _____
40. _____
41. _____
42. _____
43. _____
44. _____

Thank You Cards

Event

[illegible]

Party Ideas

Theme

Theme

Theme

Theme



Vendor Contact List

Name/Product

Email

Phone

Website

Name/Product

Email

Phone

Website

Name/Product

Email

Phone

Website

Name/Product

Email

Phone

Website

Decoration Planner

Event

Budget

Theme

Colors

Ideas



Shopping List

Category:

☐☐☐☐☐☐☐

Category:

☐☐☐☐☐☐☐

Category:

☐☐☐☐☐☐

Category:

☐☐☐☐☐☐

Category:

☐☐☐☐☐

Category:

☐☐☐☐☐

Activities Planner



Event

[illegible]

Menu Ideas

1.		☐
2.		☐
3.		☐
4.		☐
5.		☐
6.		☐
7.		☐
8.		☐
9.		☐
10.		☐
11.		☐
12.		☐
13.		☐
14.		☐
15.		☐
16.		☐
17.		☐
18.		☐
19.		☐
20.		☐
21.		☐

Party Menu

[illegible]

Menu Planner

Drinks

Snacks

Dishes

Menu Planner

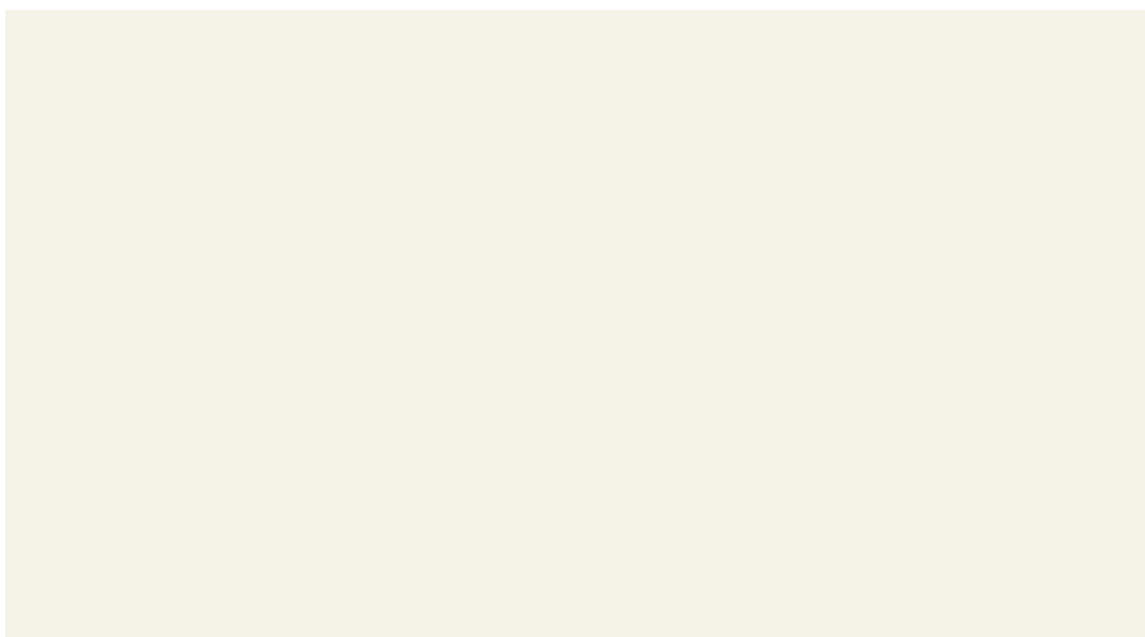
Desserts	
Misc.	



Party Games

Title

Description



Materials Needed

☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

Prep Checklist

Month Before

☐☐☐☐☐☐☐☐☐☐

Day Before

☐☐☐☐☐☐☐☐☐☐

Week Before

☐☐☐☐☐☐☐☐☐☐

Day After

☐☐☐☐☐☐☐☐☐☐

Daily Planner

Schedule

[illegible]

Goals

Shopping list

[illegible]

Party Overview

Event

Theme

Location

Dress Code

Budget

Activities

Food

Music

Decoration

To Do

☐☐

Gift Wish List

Event

[illegible]

Weekly Planner

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Notes

Monthly Planner

Month _____

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.
21.	22.	23.	24.	25.
26.	27.	28.	29.	30.
31.				



