



Occasion: _____

Theme: _____

Date & Time: _____

Location: _____

Amount Invited: _____

Amount Confirmed: _____

FOOD & DRINKS

DECORATIONS

ACTIVITIES

NOTES

PARTY PLANNER

1 MONTH PRIOR

- ☐ Create a guest list
- ☐ Determine a budget
- ☐ Buy/create invitations & mail
- ☐ Gather food & decoration ideas

3 WEEKS PRIOR

- ☐ Determine menu
- ☐ Gather recipes
- ☐ Create food/drink shopping list
- ☐ Buy/create any decoration items

1 WEEK PRIOR

- ☐ Determine general party/food & drink list
- ☐ Send reminders to RSVP
- ☐ If party is pot luck, confirm what guests are making
- ☐ Shop for non-perishable items & beverages

2 DAYS PRIOR

- ☐ Buy all groceries
- ☐ Purchase any other misc. last minute items
- ☐ Prep any food that will last until the party
- ☐ Defrost frozen food in the fridge
- ☐ Clean
- ☐ Make sure all platters, utensils, etc are clean

1 DAY PRIOR

- ☐ Prepare all final menu items
- ☐ Set up tables & chairs
- ☐ Do as much decorating as possible

DAY OF THE PARTY

- ☐ Prepare final menu items
- ☐ Chill drinks
- ☐ Finish any last minute decorating
- ☐ Finish setting up misc. items
- ☐ **ENJOY!**