

Basic Party Planner

TO DO:

TO BUY/RENT:



Choose party style (sit-down dinner, buffet, cocktail mixer or themed event)

Decide on the menu

Select a party date

Set budget (use our budget planner)

Make guest list (use our guest planner)

Address and mail invitations, or create online (search "online invitations")

Plan entertainment or music

Plan decorations and party favors

Buy decorations, party favors and food

Invitations and stamps

NOTES: what worked, what could be done better next time:

PARTY DETAILS:

Date:

Time:

Type of gathering:

Menu: