

# EVENT PLANNER & CHECKLIST

YOUR STEP-BY-STEP PLANNING TOOL
TO BRING YOUR BESPOKE ON A
BUDGET EVENT TO LIFE

# Party Events

JANUARY	FEBRUARY
MARCH	APRIL
MAY	JUNE
JULY	AUGUST
SEPTEMBER	OCTOBER
NOVEMBER	DECEMBER

# Party To-Do List

DATE	TASK TO DO	COMPLETE

#### Party Menu

MEAL PLAN	SHOPPING LIST
0	
0	
0	
0	
0	
0	
NOTES	

# Party Decorations

DECORATING IDEAS —	SHOPPING LIST
NOTES	

#### Party Favors

PARTY FAVOR IDEAS —	SHOPPING LIST
NOTES	

#### Guest List

NAME	SENT?	RSVP	NAME	SENT?	RSVP

#### Guest List

TOP	GUESTS	
	-	
	-	
	-	
GUI	EST LIST	
	-	
NOTES		

#### **Guest Details**

NAME	PHONE	EMAIL OR ADDRESS	INVITES	RSVP
NAME	PHONE	EMAIL OR ADDRESS	INVITES	RSVP
NAME	PHONE	EMAIL OR ADDRESS	INVITES	RSVP
NAME	PHONE	EMAIL OR ADDRESS	INVITES	RSVP
NAME	PHONE	EMAIL OR ADDRESS	INVITES	RSVP

# Party Planner

DETAILS	
Party Type/ Theme:	
Date and Time:	
Venue:	
MENU:	DECORATIONS:
NOTES:	FAVORS:

#### Party Shopping List

ITEM:	QTY:	<b>~</b>
NOTES	 	
		_

# Party Checklist

1 MONTH PRIOR		1 WEEK PRIOR
	-	
	-	
	-	
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	-	
3 MONTHS PRIOR		2 WEEKS PRIOR
	-	
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6 MONTHS PRIOR		3 WEEK PRIOR
	-	
	_	
	-	
	-	
	-	
	_	
	1 YEAR PRIC	OR

# Party Checklist

#### Party Goals

NOTES	

# Weekly Plan

TO-DO LIST

				 	_
				 	_
FRI	SAT	SUN	NOTES		
					_
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# Party Bucket List

# Pre-Party Planner

TO-DO LIST	GOALS FOR THE DAY
0	
0	
0	
	REMINDERS
0	
0	
0	
0	
0	
0	
NOTES	

#### Pre-Party Schedule

TIME		TASK	
7 AM			
8 AM			
9 AM			
10 AM			
11 AM			
12 PM			
1 PM			
2 PM			
3 PM			
4 PM			
5 PM			
6 PM			
7 PM			
8 PM			
MENU	OF THE DAY	PRIORITIES	NOTES

# Party Details

THEME:	
DATE:	TIME:
PLACE:	
NAME OF THE GUESTS	
TO-DO LIST	
0	
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# Party Invitation

DEAR,	
You are invited to	Party
WHERE,	
WHEN,	
RSVP	
PHONE	
EMAIL	
ADDITIONAL INFORMATION	

#### Party Games

GAME TITLE:	
DESCRIPTION:	
MATERIALS NEEDED:	
NSTRUCTIONS:	

#### Games List

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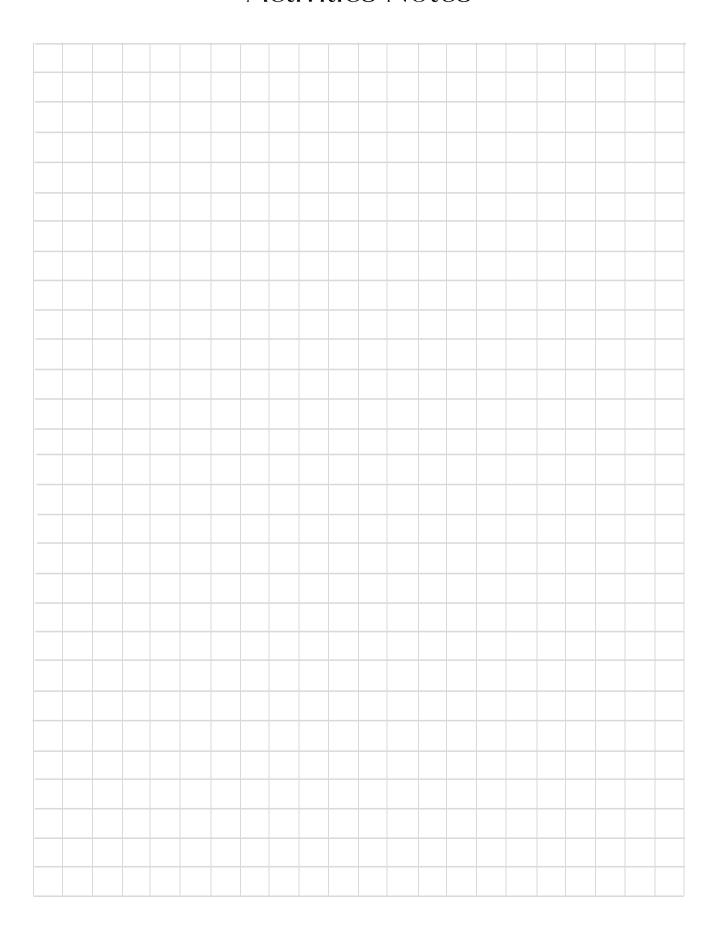
# Activity Plans

PLACES TO GO	CRAFTS TO MAKE
ACTIVITIES TO TRY	DATES TO REMEMBER
ACTIVITIES TO TRY	DATES TO REMEMBER
ACTIVITIES TO TRY	DATES TO REMEMBER
ACTIVITIES TO TRY	DATES TO REMEMBER
ACTIVITIES TO TRY	DATES TO REMEMBER

#### Party Activities

FUN THINGS TO DO	
GAMES TO PLAY	
UAMES TO PEAT	
CRAFTS TO MAKE	

#### Activities Notes



#### Decor Planner

INDOOR	OUTDOOR
SUPPLIES NEEDED:	
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#### Shopping List

CLOTHING & ACCESSORIES	GIFTS & BUSKETS
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0	0
DECORATIONS	MISCELLANEOUS
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$\bigcirc$	$\bigcirc$
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0	0
FOOD & DRINKS	OTHER
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#### Shopping List

ITEM	PRICE	STORE	
			0
			0
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			0

# Party Menu

APPETIZERS	
ENTRIES	
SIDES	
DESSERTS	
BEVERAGES	

#### To Bake

#### TREATS TO MAKE

#### SUPPLIES/ INGREDIENTS

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#### Party Recipe

RECIPE NAME,	
PREP TIME,	COOK TIME,
	INGREDIENTS
	DIRECTIONS
NOTES	

# Budget Planning

	BUDGET	SPENT	DIFFERENCE
GIFTS			
F00D			
DECOR			
ENTERTAINMENT			
PHOTOS			
MISC			
TOTAL			

#### Party Budget

PARTY BUDGET:			
ACTUAL AMOUNT SPENT:			
ITEM	BUDGETED	ACTUAL	DIFFERENCE

#### Party Expenses

DESCRIPTION	DATE	AMOUNT	PRICE

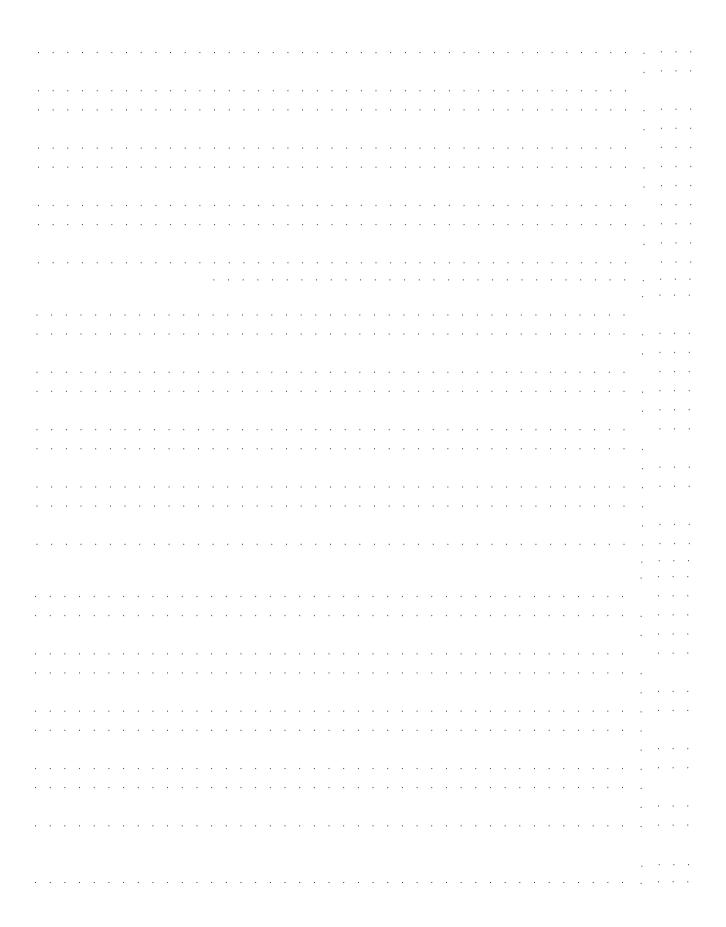
#### Task Triage

TASK DESCRIPTION	PRIORITY H/M/L	DUE DATE
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#### To Do List

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#### Brain Dump



#### Contact List

☑ NAME & ADDRESS	CONTACT NUMBERS
Name	Office
	Handphone
	Home
	E-mail
Name	Office
	Handphone
	<u>Home</u>
	E-mail
Name	Office
	Handphone
	Home
	E-mail
Name	Office Office
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Name	Office
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Name	Office
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	E-mail

Notes DATE:

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