THE GATHERING GAL

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

- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

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

- [ ] _____
- [ ] _____
- [ ] _____

_____
_____
_____

GUEST 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:	✔

NOTES

Party Checklist

1 MONTH PRIOR

_____
_____
_____
_____
_____
_____

1 WEEK PRIOR

_____
_____
_____
_____
_____
_____

3 MONTHS PRIOR

_____
_____
_____
_____
_____
_____

2 WEEKS PRIOR

_____
_____
_____
_____
_____
_____

6 MONTHS PRIOR

_____
_____
_____
_____
_____
_____

3 WEEK PRIOR

_____
_____
_____
_____
_____
_____

1 YEAR PRIOR

Party Checklist

Party Goals

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

NOTES

Weekly Plan

MON	TUE	WED	THU

FRI	SAT	SUN	NOTES

TO-DO LIST

Party Bucket List

Pre-Party Planner

TO-DO LIST

- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

GOALS FOR THE DAY

REMINDERS

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

○

○

○

○

○

○

○

Party Invitation

DEAR,

_____

You are invited to _____ *Party*

WHERE,

_____

WHEN,

_____

RSVP

_____

PHONE

_____

EMAIL

_____

ADDITIONAL INFORMATION

Party Games

GAME TITLE:

DESCRIPTION:

MATERIALS NEEDED:

INSTRUCTIONS:

Games List

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

○

Activity Plans

PLACES TO GO

_____
_____
_____
_____
_____
_____
_____
_____
_____

CRAFTS TO MAKE

_____
_____
_____
_____
_____
_____
_____
_____
_____

ACTIVITIES TO TRY

_____
_____
_____
_____
_____
_____
_____
_____

DATES TO REMEMBER

_____
_____
_____
_____
_____
_____
_____
_____

Party Activities

FUN THINGS TO DO

GAMES TO PLAY

CRAFTS TO MAKE

Activities Notes

Decor Planner

INDOOR	OUTDOOR

SUPPLIES NEEDED:

- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

Shopping List

CLOTHING & ACCESSORIES

- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

GIFTS & BUSKETS

- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

DECORATIONS

- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

MISCELLANEOUS

- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

FOOD & DRINKS

- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

OTHER

- ◯
- ◯
- ◯
- ◯
- ◯
- ◯
- ◯

Shopping List

ITEM	PRICE	STORE	
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○

Party Menu

APPETIZERS		
ENTRIES		
SIDES		
DESSERTS		
BEVERAGES		

To Bake

TREATS TO MAKE

- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕

SUPPLIES/ INGREDIENTS

- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕
- ⭕

Party Recipe

RECIPE NAME,

_____

PREP TIME,   COOK TIME,

_____

INGREDIENTS

_____

_____

_____

_____

_____

_____

DIRECTIONS

_____

_____

_____

_____

_____

_____

NOTES

```


```

Budget Planning

	BUDGET	SPENT	DIFFERENCE
GIFTS			
FOOD			
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
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____
○ _____	○ ○ ○	_____

To Do List

- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○

Brain Dump

Contact List

✉ NAME & ADDRESS   📞 CONTACT NUMBERS

NAME & ADDRESS	CONTACT NUMBERS
Name _____	Office _____
_____	Handphone _____
_____	Home _____
_____	E-mail _____
Name _____	Office _____
_____	Handphone _____
_____	Home _____
_____	E-mail _____
Name _____	Office _____
_____	Handphone _____
_____	Home _____
_____	E-mail _____
Name _____	Office _____
_____	Handphone _____
_____	Home _____
_____	E-mail _____
Name _____	Office _____
_____	Handphone _____
_____	Home _____
_____	E-mail _____
Name _____	Office _____
_____	Handphone _____
_____	Home _____
_____	E-mail _____

Notes

DATE:

Notes

- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○

- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○

- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○

- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○
- ○

Notes