



Party Planning for:

Date:

Time:

Location:

Theme:

Guest List:

Name

Adults

Kids

RSVP'd

Favors

Menu (food and drinks):

Cake:

Party Supplies

- Invitations
- Favors
- Decorations
- Plates
- Cups
- Plastic ware
- Napkins
- Other:

To Do List

Decide location and time
Book venue
Buy/make invitations
Mail out invitations
Order/buy party supplies
Order/make cake
Shop for food and drinks
Assemble party favors
Decorate

To Do Day of Party

Notes