

# ACTIVITY | Party Planner

BY EMERIAN RICH

Plan your party the right way!

Party theme: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Décor: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Music: \_\_\_\_\_

Number expected: \_\_\_\_\_ RSVPs: \_\_\_\_\_

Notes: \_\_\_\_\_

## TO DO — BEFORE

- Send out invites
- Buy food or cater in
- Buy or make decorations
- Buy or make favors
- Schedule entertainment
- Clean space
- Clean bathroom
- Mop floors or carpet clean

## TO DO — DAY OF

- Spot clean space
- Vacuum or sweep space
- Decorate space
- Set table and set out favors
- Cook or coordinate catering
- Confirm entertainment and set up
- Spot clean bathroom
- Double check RSVP list / table settings

## Guest List

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## Menu

Appetizers: \_\_\_\_\_

Main Course: \_\_\_\_\_

Sides: \_\_\_\_\_

Dessert: \_\_\_\_\_

Drinks: \_\_\_\_\_