

# ULTIMATE PARTY PLANNING CHECKLIST

## checklist

### 2-4 weeks to go

- ◇ Guest List
- ◇ Book Venue
- ◇ Book Entertainer
- ◇ Select Theme
- ◇ \_\_\_\_\_
- ◇ \_\_\_\_\_
- ◇ \_\_\_\_\_

### 1 week to go

- ◇ Shop For Supplies
- ◇ Order Cake
- ◇ \_\_\_\_\_
- ◇ \_\_\_\_\_

### day before

- ◇ Charge Camera
- ◇ Pick Up Cake
- ◇ \_\_\_\_\_
- ◇ \_\_\_\_\_

## guest list

### name/number

### invitation

### thank you

_____	◇	◇
_____	◇	◇
_____	◇	◇
_____	◇	◇
_____	◇	◇
_____	◇	◇
_____	◇	◇
_____	◇	◇
_____	◇	◇
_____	◇	◇

## shopping list

### supplies

### food

- |             |         |            |         |
|-------------|---------|------------|---------|
| ◇ Cups      | ◇ _____ | ◇ Hot Dogs | ◇ _____ |
| ◇ Utensils  | ◇ _____ | ◇ Pizza    | ◇ _____ |
| ◇ Napkins   | ◇ _____ | ◇ Cake     | ◇ _____ |
| ◇ Streamers | ◇ _____ | ◇ Soda     | ◇ _____ |
|             | ◇ _____ | ◇ _____    | ◇ _____ |