

# Basic Party Planner



I can't remember a moment in my life when I wasn't planning a party. Whether it was a sleep over when my sister turned 13 years old; a Valentine's day party for single souls in my dorm; and every birthday, holiday and celebration that we have had in my family. I figured out that I needed some sort of standard form that I could use again and again, so I made a basic party planner template.

It provides great checklists for decoration, entertainment and food and drinks: the holy trio of parties. It also provides a template for keeping track of your guests. Print it as many times as you would like, and when friends ask where did you get it, just send them to our page for great party tips and ideas, and of course to download this great tool. Until the next time!

X, Mara



## Logistics

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 RSVP: \_\_\_\_\_  
 Gift tip: \_\_\_\_\_  
 Theme: \_\_\_\_\_  
 Outfit: \_\_\_\_\_ Gifts: \_\_\_\_\_



## Budget

	Budgeted	Actual	Difference (+/-)
Stationery			
Room Decorations			
Rentals			
Table Decorations			
Serving Items			
Entertainment			
Food			
Drinks			
Miscellaneous			





## Guests

Total adults: \_\_\_\_\_ Total children: \_\_\_\_\_  
 Invitations: \_\_\_\_\_  Thank you notes: \_\_\_\_\_

Guests: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone number: \_\_\_\_\_  
Gift received: \_\_\_\_\_ Thank you sent: \_\_\_\_\_

Guests: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone number: \_\_\_\_\_  
Gift received: \_\_\_\_\_ Thank you sent: \_\_\_\_\_

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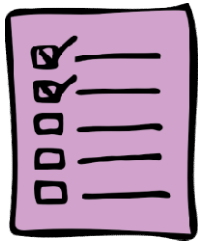
Phone number: \_\_\_\_\_  
Gift received: \_\_\_\_\_ Thank you sent: \_\_\_\_\_





## Table Decorations

- Tablecloth: \_\_\_\_\_
- Table ensemble: \_\_\_\_\_
- Centerpiece: \_\_\_\_\_
- Cake: \_\_\_\_\_
- Cake candles: \_\_\_\_\_
- Matches: \_\_\_\_\_
- Party hats: \_\_\_\_\_
- Noise makers: \_\_\_\_\_
- Favor bag/box: \_\_\_\_\_
- Favor no. 1: \_\_\_\_\_
- Favor no. 2: \_\_\_\_\_
- Favor no. 3: \_\_\_\_\_
- Other: \_\_\_\_\_



## Serving Items

- Dinner plates: \_\_\_\_\_
- Dessert plates: \_\_\_\_\_
- Cups: \_\_\_\_\_
- Glasses: \_\_\_\_\_
- Wine glasses: \_\_\_\_\_
- Beverage napkins: \_\_\_\_\_
- Lunch napkins: \_\_\_\_\_
- Dinner napkins: \_\_\_\_\_
- Forks: \_\_\_\_\_
- Knives: \_\_\_\_\_
- Spoons: \_\_\_\_\_
- Serving spoons: \_\_\_\_\_
- Serving forks: \_\_\_\_\_
- Dessert server: \_\_\_\_\_
- Cake knife: \_\_\_\_\_
- Serving dishes: \_\_\_\_\_
- Serving bowls: \_\_\_\_\_
- Other: \_\_\_\_\_





## Entertainment

- Game no. 1: \_\_\_\_\_
- Game no. 2: \_\_\_\_\_
- Game no. 3: \_\_\_\_\_
- Prize no. 1: \_\_\_\_\_
- Prize no. 2: \_\_\_\_\_
- Prize no. 3: \_\_\_\_\_
- Craft no. 1: \_\_\_\_\_
- Craft no. 2: \_\_\_\_\_
- Activity no. 1: \_\_\_\_\_
- Activity no. 2: \_\_\_\_\_
- Entertainer no. 1: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Times: \_\_\_\_\_ Fee: \_\_\_\_\_

- Entertainer no. 2: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Times: \_\_\_\_\_ Fee: \_\_\_\_\_

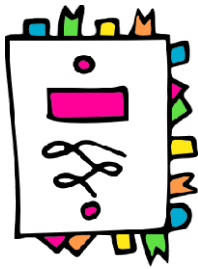
- Other: \_\_\_\_\_

Playlist




## Food and Drinks

- Appetizers: \_\_\_\_\_
- Finger food: \_\_\_\_\_
- Main dishes: \_\_\_\_\_
- Side dishes: \_\_\_\_\_
- Soup: \_\_\_\_\_
- Salads: \_\_\_\_\_
- Bread: \_\_\_\_\_
- Savory snacks: \_\_\_\_\_
- Sweet snacks: \_\_\_\_\_
- Dessert: \_\_\_\_\_
- Cold drinks: \_\_\_\_\_
- Hot drinks: \_\_\_\_\_
- Alcoholic drinks: \_\_\_\_\_
- Other: \_\_\_\_\_



## Practical Items

- Camera: \_\_\_\_\_
- Ice: \_\_\_\_\_
- Paper towels: \_\_\_\_\_
- Foil: \_\_\_\_\_
- Plastic wrap: \_\_\_\_\_
- Containers: \_\_\_\_\_
- Plastic bags: \_\_\_\_\_
- Garbage bags: \_\_\_\_\_
- Tape: \_\_\_\_\_
- Scissors: \_\_\_\_\_
- Cord: \_\_\_\_\_
- Fishing line: \_\_\_\_\_
- Poster clay: \_\_\_\_\_
- Broom: \_\_\_\_\_
- Mop: \_\_\_\_\_
- Rags: \_\_\_\_\_
- Other: \_\_\_\_\_



