

PARTY PLANNER

Date _____ Time _____

Location _____

Theme _____

ENTERTAINMENT & ACTIVITIES

FOOD & DRINKS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DON'T FORGET THE CAKE!

DECOR & LAYOUT

PARTY CHECKLIST

CAKE TABLE

- Decorations
- Banners
- Cake
- Cake Topper
- Cake Stands
- Candles & Lighter
- Table Cloth

FOOD & GUEST TABLES

- Platter & Trays
- Utensils
- Plates - Big & Small
- Napkins
- Cups
- Straws
- Drinks
- Waters
- Ice & Ice Bucket
- Food Signs or Menus
- Food
- Serving Utensils
- Cake Cutter
- Flowers or Centerpieces

OTHER DETAILS

- Music
- Favors
- Welcome Sign
- Guestbook
- Activities
- Photobooth & Props
- Balloons
- Invitations
- Thank You Notes
- Stamps
- Pins, hooks, adhesives
- Vendors or Rentals

NOTES



