

PARTY PLANNER



- Set date
- Set budget
- Research & visit venues
- Decide on guest list
- Decide on a theme
- Finalise venue
- Book soft play + castle
- Research food/menu
- Send invitations
- Order dried/fresh flowers
- Book in a balloon stylist
- Order party decorations
- Order table wear
- Research themed favours
- Book in birthday cake and desserts
- Order favours
- Confirm guests/RSVPS
- Purchase party outfit
- Finalise food/menu
- Finalize everything else
- Make a list of helpers and delegate jobs for on the day
- Let's party!

NOTES