

Party Decoration Planner

Use this worksheet to organize the look, feel, supplies, and setup details for birthdays, reunions, anniversaries, retirement parties, graduations, and other celebrations.

Event: _____	Date: _____
Venue: _____	Guest Count: _____

Theme & Overall Style

- Choose the overall style: elegant, casual, rustic, modern, retro, tropical, sports, seasonal, or other.
- Pick two or three main colors plus one accent color.
- Decide whether decorations should feel simple, moderate, or highly themed.
- Choose one main focal area guests will notice first.
- Collect inspiration photos and keep them together for easy reference.

Theme / Style: _____

Main Colors: _____

Accent Color: _____

Entrance & Welcome Area

- Welcome sign or event sign.
- Balloon arrangement, floral display, or decorative entrance piece.
- Guest book, sign-in table, or memory book.
- Directional signs for parking, restrooms, coat area, or event room.
- Name tags or registration table for reunions.
- Decorative lighting at the entrance if appropriate.

Guest Tables

- Tablecloths or runners.
- Centerpieces that are low enough for guests to see across the table.
- Table numbers or names if needed.
- Candles or battery-operated candles if permitted.
- Confetti, greenery, flowers, or small accent pieces.
- Place cards, menu cards, or favors if used.
- Check that decor leaves enough room for plates, drinks, and serving items.

Head Table / Guest of Honor Area

- Special tablecloth, backdrop, or banner.
- Reserved signs or special seating markers.
- Flowers, balloons, photographs, or themed decor.
- Accent lighting or uplighting.
- Make sure the area is visible without blocking walkways or dance floor access.

Cake, Dessert & Gift Tables

- Decorative table covering.
- Cake stand or dessert display pieces.
- Backdrop or sign behind the cake/dessert table.
- Cake knife, server, plates, forks, and napkins.
- Gift and card signs.
- Secure card box or container.

- Keep gifts and cards away from doorways and high-traffic areas.

Photo & Memory Area

- Photo backdrop, step-and-repeat, balloon wall, or decorative frame.
- Props if appropriate for the event.
- Memory table with framed photos.
- Slideshow screen or monitor placement.
- Photo guest book or instant-print photo station.
- Good lighting so photos look flattering.
- Leave enough space for small groups to pose comfortably.

Lighting & Atmosphere

- Uplighting around walls or architectural features.
- Dance floor lighting if entertainment is planned.
- String lights, lanterns, or decorative fixtures where permitted.
- Accent lighting for cake, photo, gift, or memory areas.
- Avoid lighting that creates glare in guests' eyes or washes out projection screens.
- Confirm power locations and extension cord rules with the venue.
- Do not block exits or create trip hazards with cords or decor.

Walls, Ceiling & Room Decor

- Banners, signs, framed photos, or wall displays.
- Balloon garlands or arches.
- Hanging decorations only if the venue allows them.
- Ceiling draping or suspended decor only with venue approval.
- Confirm whether tape, hooks, nails, glitter, confetti, or adhesives are prohibited.
- Plan how every attached decoration will be removed without damaging the venue.

Dance Floor & Entertainment Area

- Keep the dance floor clear of tables and decorative obstacles.
- Leave a clear line of sight to the DJ, band, or entertainment.
- Do not place tall centerpieces or displays directly in front of speakers.
- Allow enough room for microphones, games, speeches, or group activities.
- Coordinate decorative lighting with the DJ or entertainment company when possible.

Setup & Breakdown Assignments

- Assign one person to oversee decoration setup.
- Label boxes by area: entrance, tables, cake, photo area, etc.
- Create a photo or diagram showing how key areas should look.
- Confirm the earliest permitted setup time.
- Confirm when all decor must be removed.
- Assign specific people to collect gifts, cards, personal decor, and rented items.
- Bring containers or totes for packing decorations after the event.

Decoration Setup Assignment Sheet

Area	Person Responsible	Supplies / Notes
Entrance / Welcome	_____	_____
Guest Tables	_____	_____
Cake / Dessert	_____	_____
Gift / Card Table	_____	_____

Area	Person Responsible	Supplies / Notes
Photo / Memory Area	_____	_____
Lighting / Final Touches	_____	_____

Final Shopping & Supply Checklist

- Tablecloths / runners / linens
- Centerpieces / flowers / greenery
- Balloons / banners / signs
- Frames / photos / display stands
- Candles or battery candles
- Tape, removable hooks, clips, zip ties, or approved fasteners
- Scissors, marker, labels, and extra string
- Extension cords and power strips if permitted
- Card box / gift sign
- Cake and dessert serving supplies
- Trash bags and cleanup supplies
- Storage totes or boxes for breakdown

Planning Tip: Focus your budget on a few high-impact areas instead of decorating every inch of the room. The entrance, guest tables, cake area, photo backdrop, and lighting usually make the biggest visual difference.

Free planning resource from ReceptionConnection.com
Copyright 2026 MaXXed Entertainment LLC. All rights reserved.