PARTY *PLANNER* CHECKLIST

PARTY DATE:	PARTY TIME:	BUDGET:
LOCATION:	THEME:	

GUEST LIST

GUEST NAME	INVITIATION SENT	ATTENDING

4 WEEKS TO GO

- [ ] Arrange Guest List
- [ ] Create A Party Moodboard
- [ ] Arrange Activities/Rundown
- [ ] Make Invitations
- [ ] Reseach Event Organizer

2 WEEKS TO GO

- [ ] Order Birthday Cake
- [ ] Book Caterer
- [ ] Purchase Decorations
- [ ] Book Event Organizer
- [ ] Book Photographer

DAY BEFORE

- [ ] Set-up Decorations
- [ ] Confirm Birthday Cake
- [ ] Confirm Caterer
- [ ] Confirm Photographer