

PARTY PLANNER

LET'S HAVE FUN!



Party Date:

Time:

Occasion:

Theme:

Color Palette:

Budget:

Location:

BRAINSTORMING

A large, empty light blue rectangular box intended for brainstorming party ideas.

FAVORITE IDEAS

A large, empty light blue rectangular box intended for listing favorite party ideas.

PARTY PLANNER

GUEST LIST



NAMES	ADDRESS	Y/N

PARTY PLANNER

MENU



APPITIZERS

Blank area for listing appetizers.

SOUP & SALAD

Blank area for listing soup and salad options.

BREAD

Blank area for listing bread options.

MAIN COURSE

Blank area for listing main course options.

SIDES

Blank area for listing side dishes.

DESSERT

Blank area for listing dessert options.

BEVERAGES

Blank area for listing beverage options.

SNACKS

Blank area for listing snack options.

PARTY PLANNER

DECORATIONS



IDEAS

A large, empty light blue rectangular area intended for users to write down their party decoration ideas.

ITEMS	STORE

PARTY PLANNER

ENTERTAINMENT



MUSIC

Large empty rectangular area for notes related to Music.

GAMES

Large empty rectangular area for notes related to Games.

ENTERTAINMENT

Large empty rectangular area for notes related to Entertainment.

PARTY PLANNER

DAY OF PARTY SCHEDULE



7:00	
8:00	
9:00	
10:00	
11:00	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	
7:00	
8:00	
9:00	
10:00	

PARTY PLANNER

COUNT DOWN CHECK LIST



ONE MONTH BEFORE

- CHOOSE PARTY THEME & COLORS
- SET DATE, TIME & RSVP DATE
- SET BUDGET
- SET LOCATION/VENUE
- CREATE GUEST LIST
- SEND INVITATIONS
- BOOK VENDORS & PAY DEPOSITS

3 WEEKS BEFORE

- PLAN MENU/FOODS/DRINKS
- PLAN DECOR & MUSIC
- PLAN GAMES & ENTERTAINMENT
- ORDER CAKE
- ORDER FLOWERS
- RENT/PURCHASE DECOR & SUPPLIES
-

2 WEEKS BEFORE

- BUY PARTY OUTFIT
- CREATE MUSIC/PLAYLIST
- PURCHASE DRINKS/ALCOHOL
- PURCHASE NONPERISHABLE FOOD
- MAKE PERISHABLE SHOPPING LIST
-
-

1 WEEK BEFORE

- FINALIZE GUEST LIST NUMBER
- MAKE/PURCHASE DECORATIONS
- MAKE/ORGANIZE PARTY FAVOURS
- ORGANIZE PARKING
- CREATE DAY OF PARTY SCHEDULE
-
-

2 DAYS BEFORE

- CLEAN VENUE
- SET UP & DECORATE VENUE
- WASH SERVING PIECES
- BUY PERISHABLE FOOD
-
-
-

1 DAY BEFORE

- PREPARE FOOD ITEMS/BAKING
- PICK UP FLOWERS
- MOVE FURNITURE, SET UP TABLES, CHAIRS, DRINKS STATION & BUFFET
- PICK UP CAKE
-
-

3 HOURS BEFORE

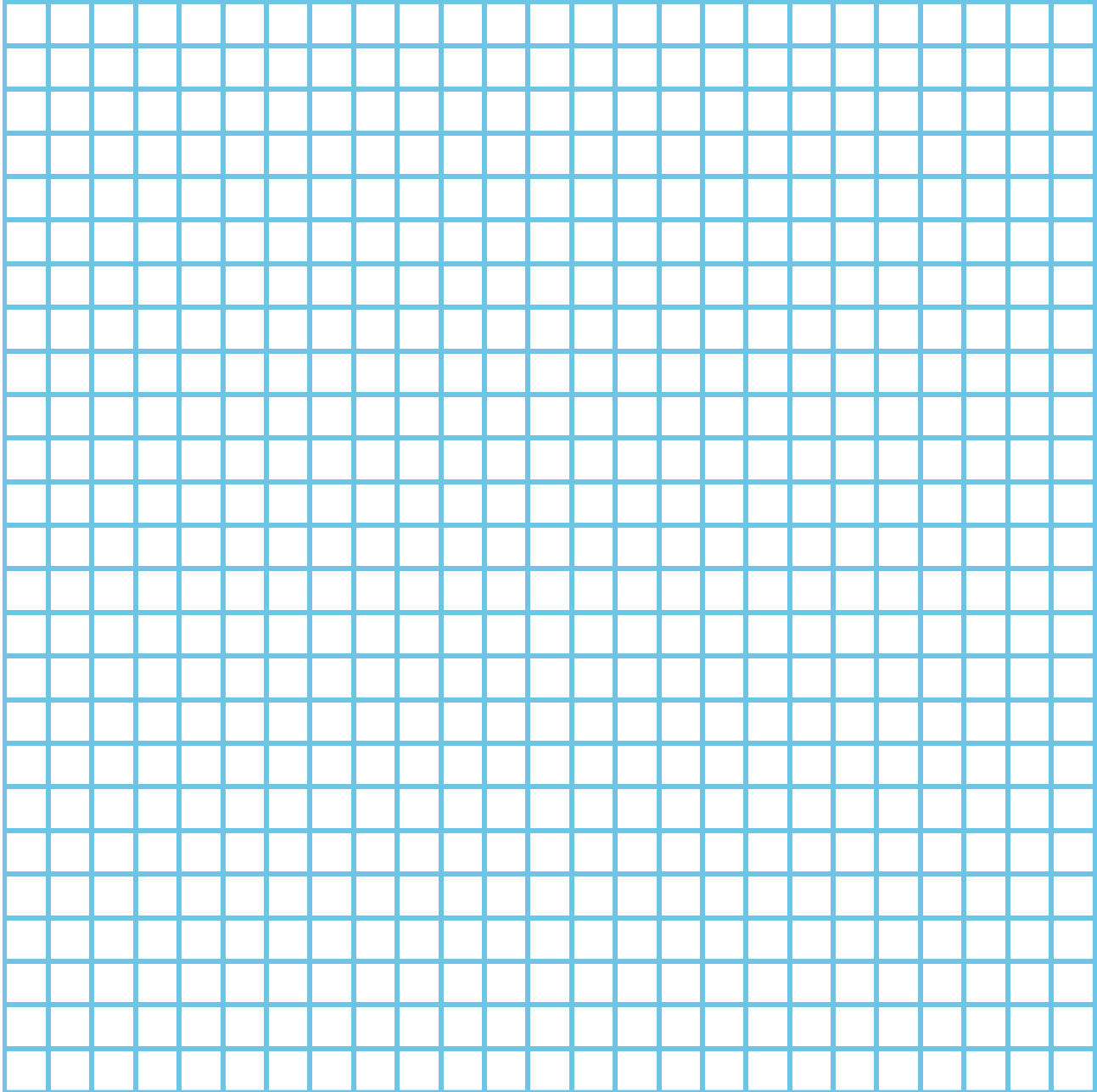
- ADD FINAL DECOR TOUCHES
- CHILL DRINKS
- SET UP GIFT TABLE
- COOK ANY LAST MINUTE FOOD
- GET DRESSED

1 HOUR BEFORE

- SET UP DRINKS, GLASSWARE/CUPS
- SET UP FOOD/BUFFET TABLE
- RELAX & HAVE FUN
-
-
-

PARTY PLANNER

PARTY SPACE PLANNER



NOTES

A solid light blue rectangular area provided for taking notes.



PARTY PLANNER

FREE PRINTABLE BANNER

I'M EXCITED TO SHARE WITH YOU THIS FUN AND FREE PRINTABLE BANNER WITH LETTERS I HAVE IT CREATED SO YOU CAN MAKE YOUR OWN PARTY BANNERS. THE POSSIBILITIES ARE ENDLESS AS TO WHAT YOU WANT YOUR BANNERS TO SAY! YOU CAN PRINT ON ALL DIFFERENT COLORS OF CARDSTOCK, SCRAPBOOK PAPER, OR GET CREATIVE AND PRINT ON PAGES FROM AN OLD BOOK OR MUSIC SHEETS.



HOW TO GET YOUR BANNER

TO PRINT YOUR OWN BANNER, DOWNLOAD THE FREE PRINTABLE BANNER LETTERS PDF BELOW.

PRINTING HINT

PRINT JUST THE PRINTABLE ALPHABET PAGE KEY (PAGE 27) ON REGULAR PAPER. THIS WILL MAKE IT QUICK AND EASY TO KNOW WHICH PAGES YOU WILL NEED TO PRINT FOR YOUR BANNER.

CLICK TO YOUR PRIVATE LINK

[HTTPS://INTENTIONALHOSPITALITY.COM/WP-CONTENT/UPLOADS/2019/06/PRINTABLE-PARTY-BANNER.PDF](https://intentionalhospitality.com/wp-content/uploads/2019/06/printable-party-banner.pdf)