

THE PERFECT PARTY

DÉCOR:

MENU: (Including food, sides, drinks, desserts, and what paper goods are needed)

PARTY FAVORS:

MY CHECKLIST:

- Determine date/time/location of event
- Get guest list from the guest of honor
- Think of theme and colors
- Create Invite/Print them/Send them
- Centerpieces:
- Table Settings:
- Activities/game/entertainment
- Plan menu (food, sides, drink, dessert)
- Layout: Food table, dessert table, gift table, guests tables
- Make name place cards

TO BUY: (This is your shopping list!)

AGENDA FOR PARTY:

WHO IS HELPING & WITH WHAT?:

DON'T FORGET:

RSVP'D: