



# Party Planning Checklist

**Occasion** \_\_\_\_\_

## Event Details

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Guest of Honor: \_\_\_\_\_

## Invitation

- Create guest list
- Create and Send invitations 📌
- Track Rsvp

## Venue & Decorations

- Book the venue (if applicable)
- Plan decorations 📌
- Purchase and prepare decorations 📌
- Set up the venue 📌

## Food & Beverages

- Plan menu
- Order or buy food and drinks
- Prepare or cater food 📌
- Arrange for cake 📌
- Set up food and drink station 📌

## Entertainment

- Plan activities or games 📌
- Arrange for music or DJ 📌
- Hire an entertainer if needed

## Party Supplies

- Purchase tableware 📌
- Purchase napkins and tablecloths 📌
- Purchase party favors 📌

## Miscellaneous

- Confirm reservations and bookings
- Prepare a timeline of events
- Prepare thank you gifts 📌
- Assign tasks to helpers

## Notes



We can help - Contact Flutter Balloons & Events on 076 935 2956

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