

# PARTY PLANNER



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# PARTY PLAN

THEME

## LOCATION

DATE

NO. OF GUEST

## BUDGET

DRESS CODE

## FOOD AND DRINKS

## DECORATIONS

# ENTERTAINMENT

## MUSIC



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# GUEST LIST

PARTY

GUESTS

SEND INVITE

RSVP

GUESTS	SEND INVITE	RSVP
	<input type="radio"/>	<input type="radio"/>

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# BUDGET

PROJECTED TOTAL |

CATEGORY	PROJECTED SUBTOTAL
<b>VENUE</b>	<b>SUBTOTAL</b>
LOCATION RENTAL	
EQUIPMENT RENTAL	
ADDITIONAL TABLES / CHAIRS	
AV EQUIPMENT	
AV STAFF	
VENUE SPECIFIC STAFF	
VENUE SPECIFIC CATERING	
WIFI	
VENUE TECH SUPPORT	
SECURITY	
<b>DECOR</b>	<b>SUBTOTAL</b>
LINENS	
LIGHTING	
ADDITIONAL SIGNAGE	
ADDITIONAL FURNITURE	
ADDITIONAL DECORATIVE ITEMS	
<b>FOOD / BEVERAGE</b>	<b>SUBTOTAL</b>
Food	

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# GROCERY LIST

DISH	INGREDIENTS
	○ ○ ○ ○ ○ ○
	○ ○ ○ ○ ○ ○
	○ ○ ○ ○ ○ ○
	○ ○ ○ ○ ○ ○

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# TO DO LIST

2-4 WEEK TO GO

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PARTY DAY

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2 WEEK TO GO

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THINGS TO DO

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DAY BEFORE

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# PARTY FOOD & DRINK MENU

## HOT FOOD

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## COLD FOOD

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## SWEETS / DESSERT TABLE

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# PARTY DECORATIONS

## GENERAL DECORATIONS

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## TABLE SETTINGS

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# PARTY PLAN

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DATE

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## FOOD AND DRINKS

# DECORATIONS

# ENTERTAINMENT

## MUSIC



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AV EQUIPMENT	
AV STAFF	
VENUE SPECIFIC STAFF	
VENUE SPECIFIC CATERING	
WIFI	
VENUE TECH SUPPORT	
SECURITY	
<b>DECOR</b>	<b>SUBTOTAL</b>
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LIGHTING	
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ADDITIONAL FURNITURE	
ADDITIONAL DECORATIVE ITEMS	
<b>FOOD / BEVERAGE</b>	<b>SUBTOTAL</b>
Food	

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	○ ○ ○ ○ ○ ○
	○ ○ ○ ○ ○ ○
	○ ○ ○ ○ ○ ○
	○ ○ ○ ○ ○ ○

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# TO DO LIST

2-4 WEEK TO GO

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PARTY DAY

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2 WEEK TO GO

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THINGS TO DO

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DAY BEFORE

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# PARTY FOOD & DRINK MENU

## HOT FOOD

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## COLD FOOD

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## SWEETS / DESSERT TABLE

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# PARTY DECORATIONS

## GENERAL DECORATIONS

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## TABLE SETTINGS

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# PARTY PLAN

THEME

## LOCATION

DATE

NO. OF GUEST

## BUDGET

DRESS CODE

## FOOD AND DRINKS

## DECORATIONS

ENTERTAINMENT

# MUSIC



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# BUDGET

PROJECTED TOTAL |

CATEGORY	PROJECTED SUBTOTAL
VENUE	SUBTOTAL
LOCATION RENTAL	
EQUIPMENT RENTAL	
ADDITIONAL TABLES / CHAIRS	
AV EQUIPMENT	
AV STAFF	
VENUE SPECIFIC STAFF	
VENUE SPECIFIC CATERING	
WIFI	
VENUE TECH SUPPORT	
SECURITY	
DECOR	SUBTOTAL
LINENS	
LIGHTING	
ADDITIONAL SIGNAGE	
ADDITIONAL FURNITURE	
ADDITIONAL DECORATIVE ITEMS	
FOOD / BEVERAGE	SUBTOTAL
Food	

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DISH	INGREDIENTS
	○ ○ ○ ○ ○ ○
	○ ○ ○ ○ ○ ○
	○ ○ ○ ○ ○ ○
	○ ○ ○ ○ ○ ○

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# TO DO LIST

2-4 WEEK TO GO

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PARTY DAY

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DAY BEFORE

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# PARTY FOOD & DRINK MENU

## HOT FOOD

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## COLD FOOD

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## SWEETS / DESSERT TABLE

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# PARTY DECORATIONS

## GENERAL DECORATIONS

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## TABLE SETTINGS

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## THEME

## LOCATION

DATE

NO. OF GUEST

## BUDGET

DRESS CODE

## FOOD AND DRINKS

## DECORATIONS

ENTERTAINMENT

## MUSIC



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# BUDGET

PROJECTED TOTAL |

CATEGORY	PROJECTED SUBTOTAL
<b>VENUE</b>	<b>SUBTOTAL</b>
LOCATION RENTAL	
EQUIPMENT RENTAL	
ADDITIONAL TABLES / CHAIRS	
AV EQUIPMENT	
AV STAFF	
VENUE SPECIFIC STAFF	
VENUE SPECIFIC CATERING	
WIFI	
VENUE TECH SUPPORT	
SECURITY	
<b>DECOR</b>	<b>SUBTOTAL</b>
LINENS	
LIGHTING	
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ADDITIONAL FURNITURE	
ADDITIONAL DECORATIVE ITEMS	
<b>FOOD / BEVERAGE</b>	<b>SUBTOTAL</b>
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# TO DO LIST

2-4 WEEK TO GO

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PARTY DAY

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# PARTY FOOD & DRINK MENU

## HOT FOOD

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## COLD FOOD

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## SWEETS / DESSERT TABLE

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# PARTY DECORATIONS

## GENERAL DECORATIONS

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## TABLE SETTINGS

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Food	

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# TO DO LIST

2-4 WEEK TO GO

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PARTY DAY

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2 WEEK TO GO

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THINGS TO DO

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DAY BEFORE

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# PARTY FOOD & DRINK MENU

## HOT FOOD

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## COLD FOOD

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## SWEETS / DESSERT TABLE

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# PARTY DECORATIONS

## GENERAL DECORATIONS

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## TABLE SETTINGS

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