



ultimate

Party Planner

Date of Party	Time of Party	Location	Occasion

Checklist

	NEED	HAVE		NEED	HAVE
Invitations			Serving Supplies		
			Serving Plates		
Decorations			Serving Utensils		
Lights			Other Supplies		
Balloons					
Signs/Banners			Activities/Games		
Streamers			Pinata (toys, candy)		
Centerpieces			Prizes		
Flowers			Other Activities		
Other Decorations					
			Entertainment		
Paper Goods			Music		
Plates			Costumes (hats, boas, wands)		
Cups (hot, cold, drinkware)			Other		
Napkins					
Cutlery (knife, fork, spoon)			Favors		
Place Cards			Loot Bags		
Tablecloths			Candy		
Accessories (clips, skirts)			Toys		
Other			Other Favors		



ultimate

Party Planner

Checklist

	NEED	HAVE		NEED	HAVE
Menu			Party Helpers		
			Family, Friends		
			Hired Helpers		
			Rentals		
			Chairs, Tables		
			Tents		
			Linens		
			Concessions		
			Bouncers/Inflatables		
			Helium Tank		
			Delivery/Pickup		
			Other		
			Venue		
Cake			Deposit/Paid		
Ordered/Deposit/Pd			Setup/Cleanup Time		
Delivered/Picked Up					
Candles					
Caterers					
Deposit/Paid					
Time					

Notes...

