



# Reception Planner

<i>Date of Party</i>	<i>Time of Party</i>	<i>Location</i>	<i>Occasion</i>	<i>Color Scheme</i>	<i>Theme</i>

<i>Menu</i>	<i>Notes</i>

*For more great party ideas, visit Party Time at 3350 Bluebonnet Blvd. in Baton Rouge, or visit us at [www.partytimebr.com](http://www.partytimebr.com)!*



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<i>Date of Party</i>	<i>Time of Party</i>	<i>Location</i>	<i>Occasion</i>	<i>Color Scheme</i>	<i>Theme</i>

	<i>Need</i>	<i>Have</i>		<i>Need</i>	<i>Have</i>
<b>Invitations</b>			<b>Flatware</b>		
Stamps # _____			Knives # _____		
			Forks # _____		
<b>Decorations</b>			Spoons # _____		
Lights/Candles					
Balloons			<b>Crystal</b>		
Signs/Banners			Water # _____		
Centerpieces			Wine # _____		
Flowers			Tea # _____		
Flower Containers			Champagne # _____		
Other Decorations					
			<b>Other</b>		
<b>China</b>			Salt/Pepper		
Dinner Plates # _____			Ashtrays		
Salad Plates # _____					
Dessert Plates # _____			<b>Linens</b>		
Bread/Butter # _____			Table Cloths # _____		
Cup and Saucer # _____			Napkins # _____		
Soup # _____			Towels # _____		

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	<i>Need</i>	<i>Have</i>		<i>Need</i>	<i>Have</i>
<b>Serving Pieces</b>			<b>Bar/Coffee Tea Svc.</b>		
			Cups # _____		
			Coffee/Tea Pot(s)		
<b>Serving Dishes</b>			Cream/Sugar/Sweetener		
			Plastic Spoons/Stirrers		
			Wastebasket(s)		
			Glasses # _____		
<b>Paper Goods</b>			Ice Bucket(s)		
Name Tags			Bags of Ice # _____		
Place Cards			Cocktail Napkins		
Other			Garbage Bags		
			Bar Towels		
<b>Rental Items</b>			Lemons, Limes, Olives		
			Cork Screw/Jigger		
			Knife/Spoon		

<i>Liquor</i>	<i>Wine/Beer</i>	<i>Mixers</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Party Resources

	<i>Need</i>	<i>Have</i>			
<b>Party Help</b>			<b>Name</b>	<b>Phone</b>	<b>Email</b>
Hired			<b>Caterers</b>		
Volunteers					
<b>Entertainment</b>			<b>Entertainment</b>		
Music					
Performers					
Other			<b>Photographer</b>		
<b>Gifts/Favors</b>			<b>Florist</b>		
			<b>Rentals</b>		
<b>Miscellaneous</b>			Dates for P/U, Delivery		
Powder Room Necessities					
Camera, Film			<b>Wine/Liquor/Bar</b>		
Kitchen Cleaning Products					
Cash for Tips			<b>Servers</b>		
Cash/Check for Help					

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*Favorite Memory of the Occasion:*

*Guests Seemed to Like:*

*Favorite Dish:*

*Number of Guests:*

*Attire:*

*Next Time*

*Repeat:*

*Don't:*

*Include:*

*Other Notes (be sure to attache pictures, invite, thank you notes!)*

<i>Expense Summary</i>	
Invitations/Stamps	\$
Paper Goods	\$
Gifts/Favors	\$
Party Help	\$
Entertainment	\$
Flowers	\$
Linens	\$
Photographer	\$
Rentals	\$
Food	\$
Beverages	\$
Other	\$
<b>Total</b>	<b>\$</b>