

# Plan your party

## party details

date \_\_\_\_\_

location \_\_\_\_\_ Time \_\_\_\_\_

theme \_\_\_\_\_

### TO DO

- SELECT & CONFIRM DATE
  - SELECT & CONFIRM LOCATION & TIME
  - MAKE GUEST LIST
  - DIY OR PURCHASE INVITATIONS
  - SEND INVITATIONS
  - PLAN DECOR
  - PLAN MENU
  - PLAN ENTERTAINMENT / GAMES
  - PLAN FAVORS
  - BUY MENU ITEMS
  - PREPARE MENU ITEMS
  - DIY OR PURCHASE DECOR ITEMS
  - SET-UP
- ### POST PARTY
- WRITE THANK YOU NOTES
  - SEND THANK YOU NOTES

### MENU

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### TO BUY

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# Plan your party

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## FOOD TO MAKE

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## DECOR TO MAKE

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## TO DO WEEK BEFORE

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## DAY OF

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