

GET THE PARTY STARTED DIY PLANNER



5 WEEKS TO GO	4 WEEKS TO GO	3 WEEKS TO GO	2 WEEKS TO GO	1 WEEK TO GO	PARTY TIME!
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DATE	PREP INVITATIONS		CONFIRM GUESTS	CAMERA/BATTERIES	
LOCATION	MAKE BOOKINGS	MENU PLANNING	FINALISE MENU	SEATING	PREP FOOD
THEME	ENLIST HELP	PARTY SUPPLIES	GROCERY LIST	TABLES	FINISH DECOR
GUEST LIST (FREEBIE ATTACHED)	ORDER CAKE	DECORATIONS		PREP DIY <u>PRINTABLES</u>	FRESH FLOWERS
RESEARCH VENUE	SEND INVITATIONS	DIY <u>PRINTABLES</u>	START DIY <u>PRINTABLES</u>	PREP FOOD	FINAL TOUCHES
BUDGET	OTHER	PHOTO BOOTH PROPS	ORDER CAKE	PLAYLIST	GET READY
OTHER		OUTFIT	LIGHTING	SOUND SYSTEM	ENJOY!
OTHER		OTHER	OTHER	OTHER	



GET THE PARTY STARTED

GUEST LIST

*Grown-Up &
Office Parties*

GUEST #	NAME	DATE SENT	CONTACT	RSVP		
			(EG. TEXT, PHONE, EMAIL, MAILING ADDRESS, HAND OUT, SOCIAL MEDIA)	YES	NO	MAYBE