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| Party Plan |
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|  |  | DATE |
| THEME |  |  |
| LOCATION |  |  |
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| NO OF GUEST |  | DRESS CODE |
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| FOOD & DRINK |  | DECORATIONS |
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| ENTERTAINMENT |  | MUSIC |
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| NOTES |
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| GUEST LIST |
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| PARTY |
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| GUESTS | SEND INVITES | RSVP |
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| BUDGET |
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| CATEGORY | PROJECTED SUBTOTAL |
| VENUE | SUBTOTAL |  |
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| DECOR | SUBTOTAL |  |
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| FOOD/BEVERAGES | SUBTOTAL |  |
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| GROCERY LIST |
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| DISH | INGREDIENTS |
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| TO DO LIST |
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| 2-4 WEEKS TO GO |  | PARTY DAY |
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| 2 WEEKS TO GO |  |  |
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|  |  | THINGS TO DO |
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| DAY BEFORE |  |  |
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| PARTY FOOD & DRINK MENU |
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| HOT FOOD |
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| COLD FOOD |
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| SWEETS / DESSERT TABLE |
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| DRINKS |
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| PARTY DECORATIONS |
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| GENERAL DECORATION |
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| TABLE SETTING |
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