



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Party Plan | | | | | |
|  | | | | | |
|  |  | DATE | | | |
| THEME |  |  | | | |
| LOCATION |  |  | | | |
|  |  |  | | | |
| NO OF GUEST |  | DRESS CODE | | | |
|  |  |  | | | |
| FOOD & DRINK |  | DECORATIONS | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
| ENTERTAINMENT |  | MUSIC | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
| NOTES | | | | | |
| [Templates ©calendarlabs.com](https://www.calendarlabs.com/calendar-templates/) | | | | | |
| GUEST LIST | | | | |
|  | | |  |  |
| PARTY | | | | |
|  | | | | |
|  | | |  |  |
| GUESTS | | | SEND INVITES | RSVP |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |



[Templates ©calendarlabs.com](https://www.calendarlabs.com/calendar-templates/)

[Templates ©calendarlabs.com](https://www.calendarlabs.com/calendar-templates/)

[Templates ©calendarlabs.com](https://www.calendarlabs.com/calendar-templates/)

|  |  |  |
| --- | --- | --- |
| BUDGET | | |
|  |  |  |
|  | PROJECTED TOTAL |  |
|  |  |  |
| CATEGORY | | PROJECTED SUBTOTAL |
| VENUE | SUBTOTAL |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| DECOR | SUBTOTAL |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| FOOD/BEVERAGES | SUBTOTAL |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |



|  |  |
| --- | --- |
| GROCERY LIST | |
|  |  |
| DISH | INGREDIENTS |
|  |  |
|  |
|  |
|  |
|  |
|  |
|  |  |
|  |
|  |
|  |
|  |
|  |
|  |  |
|  |
|  |
|  |
|  |
|  |
|  |  |
|  |
|  |
|  |
|  |
|  |
|  |  |
|  |
|  |
|  |
|  |
| [Templates ©calendarlabs.com](https://www.calendarlabs.com/calendar-templates/) |



|  |  |  |
| --- | --- | --- |
| TO DO LIST | | |
|  |  |  |
| 2-4 WEEKS TO GO |  | PARTY DAY |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 2 WEEKS TO GO |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | THINGS TO DO |
|  |  |  |
|  |  |  |
| DAY BEFORE |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | [Templates ©calendarlabs.com](https://www.calendarlabs.com/calendar-templates/) |



[Templates ©calendarlabs.com](https://www.calendarlabs.com/calendar-templates/)

|  |  |  |
| --- | --- | --- |
| PARTY FOOD & DRINK MENU | | |
|  |  |  |
| HOT FOOD | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| COLD FOOD | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| SWEETS / DESSERT TABLE | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| DRINKS | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |



[Templates ©calendarlabs.com](https://www.calendarlabs.com/calendar-templates/)

|  |  |  |
| --- | --- | --- |
| PARTY DECORATIONS | | |
|  |  |  |
| GENERAL DECORATION | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| TABLE SETTING | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[Templates ©calendarlabs.com](https://www.calendarlabs.com/calendar-templates/)